NIMBLE User Manual

Registering as a user on NIMBLE

Before you can register a company, you must first register as a user on the NIMBLE platform and agree to the End-User License Agreement (EULA).

Registering a company on NIMBLE

You must first register as a user before you can register a company.

Important: Registering a company involves a **manual** verification step, in which the **platform manager has to approve** the company registration.

In order to speed the verification up make sure to provide your company website and additional verification info.

So you will NOT be able to act as a company until the manual approval step has been carried out by the platform manager.

You will only be able to negotiate deals and do transactions once your company has been approved.

We will try to be as responsive as possible in this step - please send us a reminder to nimble-support@salzburgresearch.at if we have not reacted within one business day.

Inviting another user to represent a company

Once your company is approved by the platform manager you will become the legal representative of the firm.

In this role, you are now able to invite further users who will have rights for managing the presence of your company on NIMBLE.

To invite somebody, you go to the top-level menu point "Company members" and you fill in the new person's email address and roles.

That person will now get an email with a confirmation link and once the link is confirmed, the person will be added as another user from that company.

The role system supports the following roles:

- **Company Admin**: A member of the company that got all rights on the NIMBLE platform (except for assigning external/legal representatives)
- **External Representative**: Somebody from outside the company that got all rights connected to the company on the NIMBLE platform (except for assigning external/legal representatives)
- **Legal Representative**: The legally liable representative of your company. Usually a single person. Has got all rights on the NIMBLE platform
- **Monitor**: Can observe sales, purchases and relevant business data on the NIMBLE platform without executing the associated business processes
- **Publisher**: Can publish and maintain the catalogues of the company
- **Purchaser**: Can observe purchases on the NIMBLE platform and execute the associated business processes
- **Sales Offices**: Can observe sales on the NIMBLE platform and execute the associated business processes

Publishing a single product

Products can be published individually by specifying product details on the NIMBLE user interface.

Two main groups of information can be specified for products: product features, product trading and delivery terms

- **Product features:**
  - One or more product categories can be chosen to have a set of semantically relevant features to annotate the product.
  - In addition to standard product features, custom features can also be associated to the product to be published.
- **Trading and delivery terms:**
  - As the heading indicates; price, delivery, packaging related information can also be specified for products.

After providing details about the product can be published.

Publishing Logistics Services (for transport companies)

By switching to logistics view, the platform presents transportation service-related feature on the UI.

After providing details about the service it can be published.

Publishing a whole catalogue of products in batch mode

Important Note: This capability is supported only for regular products and not supported for transportation service-specific features.

In this publishing mode, first a spreadsheet template is downloaded and product details are specified in the template. Once the template is filled in, the catalogue can be published by uploading the template.

Category selection is also applicable for the template-based publishing. The template is dynamic with respect to involved product feature placeholders based on the selected categories.

The first tab of the template contains further details about how to fill the template in.

Using search in NIMBLE

Products can be searched via a text-based and an explorative search.

The text-based search is executed via a text query and provides further dynamic filters based on the results.

The explorative search allows for structured semantic queries. A more advanced manual on this specific feature can be found here.

Negotiating terms of a deal

Once the product/service of interest is identified, bilateral communication can be initiated with the seller company:

- Further details can be requested using the "Information Request" business process.
- Trading partners can also negotiate on delivery and pricing terms through the negotiation business process. This process can be repeated until an agreement is reached.

Ordering and fulfilling transactions

Following the search phase, a B2B communication can be initiated directly with an ordering process or ordering might follow the negotiation phase.

The ordering process can be used to request free samples by adjusting the relevant order parameters, i.e. amount and price.

Once an order is confirmed by a seller, the seller can initiate a fulfillment process to inform the buyer about the shipment. This activity can be replied by the buyer by informing the seller about the delivery of the shipped item.

After a negotiation process concerning a transportation service, a transport execution plan process can be initiated for precise planning of transportation operations.

An overview for maintaining all active business processes is presented on the dashboard.