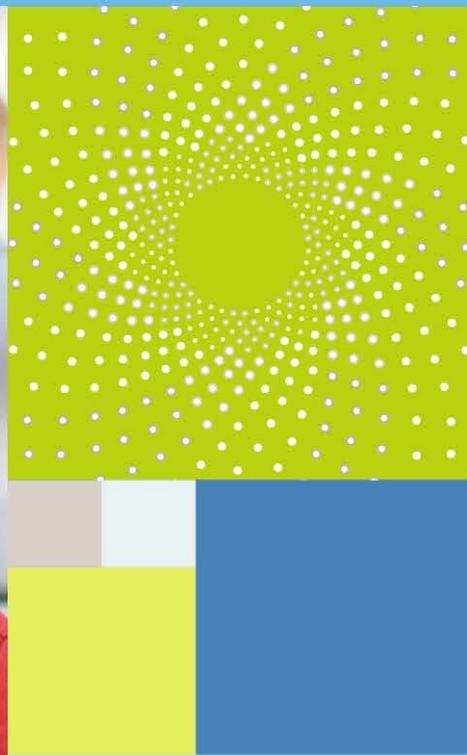




Knowledge grows

# CMS documentation for suppliers

*Access CMS for the first time*



## 1. Learning objectives

In this documentation “Access CMS for the first time”, you will discover how to access CMS for the first time by..

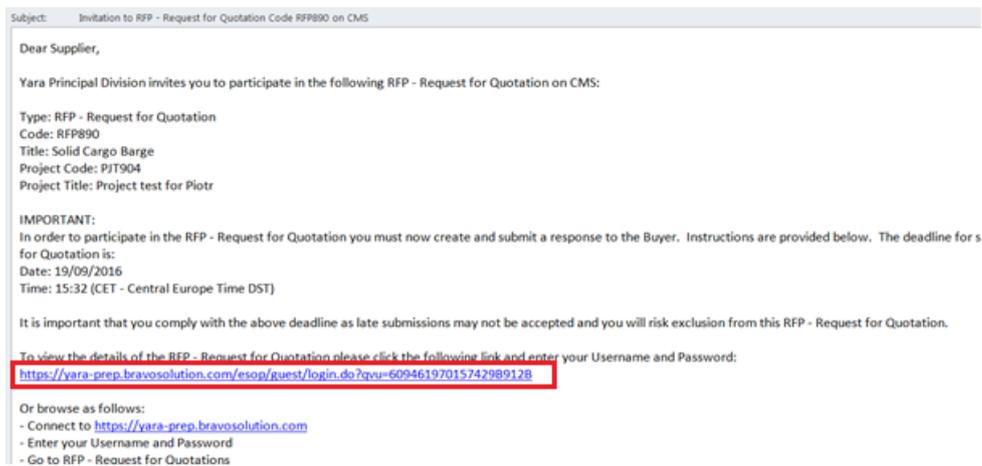
- Retrieving your username
- Create a new password

**NB:** This documentation is only relevant if you have not received an email with your username and password from the system, but directly an invite to participate to an RFP!

## 2. Process description

Please follow the following procedures when you are entering CMS for the first time :

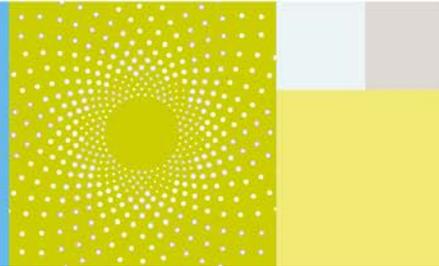
1. Click on the link in the e-mail you received to participate in an RFP:



 **You will be redirected to the CMS home page and you will need your username and your password.**

2. For that, first click on **the Forgot your password? Button.**





3. Click on the **Recover username** button.

\* Username

\* Email

Recover Username

Submit Cancel

-  You can recover your username with your e-mail address (the e-mail address to which the e-mail has been sent).

4. Enter your e-mail address and the validation value and click on the **Request Username Link** button.

**Recover Username**

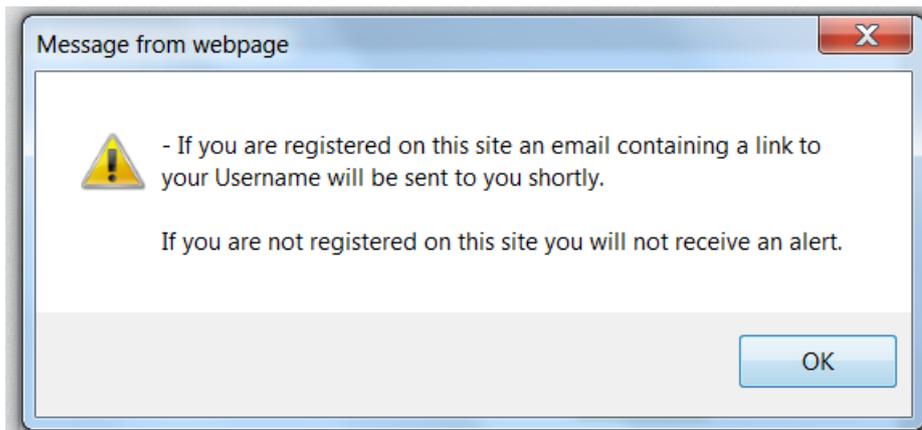
To request an email containing a link to the Username you must enter your email address and the Validation Value

\* Email

\* Validation Value

Request Username Link Regenerate Cancel

You will receive the following message :



***N.B. Click on Ok. Since you are already registered on the site (from the buyer) you will receive a notification.***

5. You will then receive an e-mail with a link to the username.

**Click on the link :**

Dear User,

This email contains a link to be used if you have forgotten your username to access the site CMS at URL <https://yara-prep.bravosolution.com>

The link is temporary and will expire after a few hours, if still required after that time you will need to request a new Username reminder link.

Click the following link to access your Username:

<https://yara-prep.bravosolution.com/esop/guest/login.do?quu=895446090157765602C3>

After you have used this link you can delete this email as the link can be used only once.

NOTE: If you did not request this Username reminder, please disregard this message. Nothing will happen to your account and you will be able to log in using your login details as usual.

If any help is needed , please contact Customer Support The contact information is on the login page

6. You will be redirected to the following page.

The page indicates your username and invites you to request a new password **by clicking on the dedicated button.**

Recover Username Main Page

① Your email address is associated to the account with Username.

① admin@test

② If you know your Password, click the 'Main Page' button to log into your account.

③ If you have forgotten your Password, click 'Request New Password' to receive an email containing a new Password.

[Request New Password](#)

7. You will receive a message saying that the password has been sent by e-mail :

Request New Password Login page

An email message containing your password has been sent.

8. Open the e-mail and copy your new temporary password

Dear User,

You have requested a new password to access CMS, with the following link <https://yara-prep.bravosolution.com>

Your new Password is: 8987366475

\*\*\*

NOTE: Please copy and paste this password into the login form in order to avoid typing errors.

\*\*\*

If any help is needed , please contact Customer Support The contact information is on the login page

9. Go back to the CMS login page and enter your username and your temporary password :

## Welcome to CMS

### User Log-in

Username

Password

Enter

[Forgot your password?](#)

10. You will be redirected to a page requesting a new password. Enter the new password and confirm it :

#### Specify a new Password in order to proceed

 For reasons of security you are required to change your Password.  
Please enter a new Password in the fields below, and click "Submit" to continue.

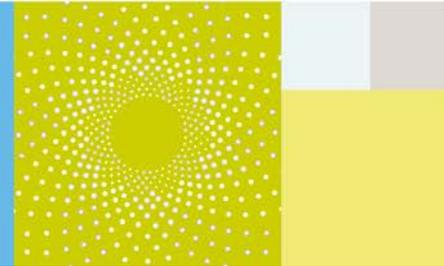
 Passwords must contain at least 4 characters  
Password must be different from login!  
The new password must be different from the previous 3 passwords

New Password

Confirm Password

Submit

 Cancel



Then you will be directly redirected to your CMS supplier home page !

### 3. Additional help

If you need any assistance or help when using CMS, you can find information...

- By accessing the Yara.com page dedicated to suppliers :  
[http://yara.com/about/suppliers/contract\\_management\\_system/](http://yara.com/about/suppliers/contract_management_system/)  
On this page, you will find a short introduction of CMS, its benefits for you, additional tutorial videos on how to use the system and the CMS documentation for suppliers.
  
- By contacting the helpdesk
  - ① *From France: 0811 90 64 38*
  - ① *From abroad: + 33 1 46 09 56 72*
  
- Send an e-mail to [cms\\_bravosolution@yara.com](mailto:cms_bravosolution@yara.com)