CMS documentation for suppliers

Answering RFI or RFP
1. Learning objectives

In this documentation "Answering RFI or RFP", you will discover

- How to access your RFIs or RFPs.
- How an RFI or RFP is structured.
- How to answer to an RFI or RFP.

2. Process description

A. Accessing your RFIs or RFPs

There are two ways for accessing your RFIs or RFPs.

a) From the menu on the left

By clicking on Projects.
And then selecting **RFIs > My RFIs**.

Or selecting **RFPs > My RFPs**.
b) From the portlets

1 You can also access your RFIs (or RFPs) with Pending Responses thanks to the displayed Portlets My RFIs (or RFPs) with Pending Responses on your dashboard and by clicking on the link below.
B. Structure of a RFI or RFP in CMS

- The **Settings** area under the tab RFP details shows you the RFP configuration.
Here you can find an overview of the request, deadline and time details, envelope settings and awarding information.
The RFP (or RFI) can have one or multiple attachments the buyer wants to share with his suppliers.

In order to have a look at the attachment, click on the **Buyer Attachments** area under the RFP Details tab.
Open folders or files by clicking on the links.
Open folders or files by clicking on the links.
The users rights area allows you to select other users in your organization to assign permission for them to access this RFP.

1. Click the **User Rights** hyperlink.
In order to add users in your organization to assign permission for them to access this RFP, click on the Add button.
C. Answering to a RFI or RFP

In order to start answering to a RFI or RFP, click on the **My Response** area under the tab RFP details.
Click on the **Create Response** button to start answering to the RFI or RFP.
Read the pop-up and click on the **OK** button.
The **My response Summary** area shows you the number of mission optional or mandatory responses for the Qualification and Technical Responses as well as the number of quoted item missing for the Commercial Response.
For each of the Response, click on the **Edit Response** button to start answering it.

For each question, use the dropdowns or the text fields to provide your answers.
For each question, use the dropdowns or the text fields to provide your answers.
Do not forget to frequently click on the **Save and Continue** button to save your answers.

Once you have done, click on the **Save and Return** button.
Read the pop-up and click on **OK**.
In order to answer to the Technical or Commercial Envelope, follow the same guidelines applying to the Qualification Envelope.

To modify the Technical response, click on the Edit Response button.
To modify the Commercial Response, click on the **Edit Response** button.
1. For each question, use the text fields or dropdowns to provide your answers.
2. For each question, use the text fields or dropdowns to provide your answers.
3. For each question, use the text fields or dropdowns to provide your answers.
Once you have provided all the answers and after having reviewing them, click on the Submit Response button to send your answers to the supplier.

Click the OK button.
A pop up will appear which notifies that your answers have been successfully submitted to the buyer. Click on OK.

You have submitted your answers to Yara!
The **Messages** tab allows you to access the Messages area.

You can **Create** a secure **Message** to the Yara buyer.
Or have a look at your **Received Messages**.

You can view all your **Sent Messages**.
And you can see your **Draft Messages**.

### 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
  - From France: 0811 90 64 38
  - From abroad: + 33 1 46 09 56 72

- Send an e-mail to [cms_bravosolution@yara.com](mailto:cms_bravosolution@yara.com)