CMS documentation for suppliers

View Contracts
1. Learning objectives

In this documentation “View Contracts”, you will

- Discover how to access a contract
- Learn how a contract is structured in CMS

2. Process description

A. How to access a contract

CMS is a powerful tool that gathers all the contracts you have with Yara in one shared central repository.

You can access your contracts by clicking on Projects...
And then clicking on **Contracts** > **My Contracts**
This list displays the list of all contracts with Yara with information such as:

3. **The Contract Code**.
4. **The title**.
5. **The Organization Name**.
6. **The Reference**.
7. **The Start/Signature Date**.
8. **The End/Delivery Date**.
9. **The Status**.

To access a specific contract, click on its link.
B. Structure of a contract in CMS

Let's have a look at how a contract is structured in CMS.

Click on the Settings area under the Details tab to access the Settings of the contract.
The settings are used to configure the properties of the contract and record important information about it.
Click on the **Attachments** area to access the files saved in the contract.

Click on the **Visible to Supplier (2)** button to access files shared with the supplier.
Open a folder by clicking on the hyperlink.

Open a file by clicking on the hyperlink.
The **User Rights** area allows you to select other users in your organization to assign permission to access this contract.

Click on the **Add** button to add additional users.
19 Click on the **Content Management** tab to access sub areas.

20 Click on the **Additional Information** area to access the Additional Information area.
The Additional Information are basic information about the contract such as the Supplier and Buyer Signatory of the Contract, the payment conditions and Incoterms, ...

Click on the Prices area to access the price list.
The Price List contains pricing information about commercial items that the supplier can share with the buyer.

Click on the Tab Messages to communicate with parties involved in the Object, available during the lifetime of the Object.
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/
  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
  2. From abroad: +33 1 46 09 56 72

- Send an e-mail to cms_bravosolution@yara.com