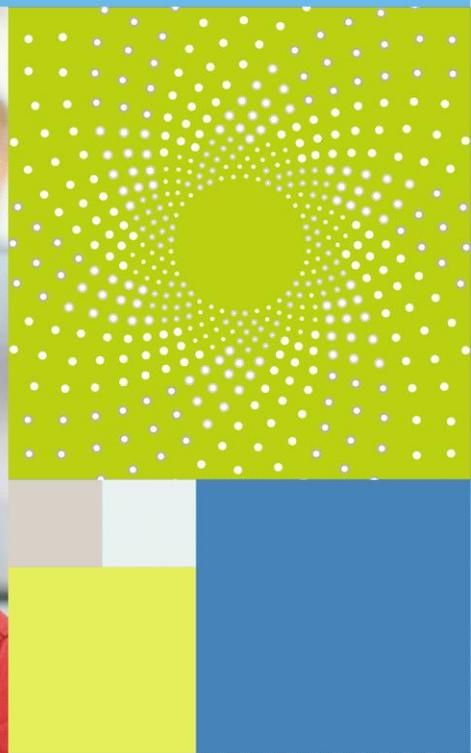




Knowledge grows

CMS documentation for suppliers

Log In and Navigate



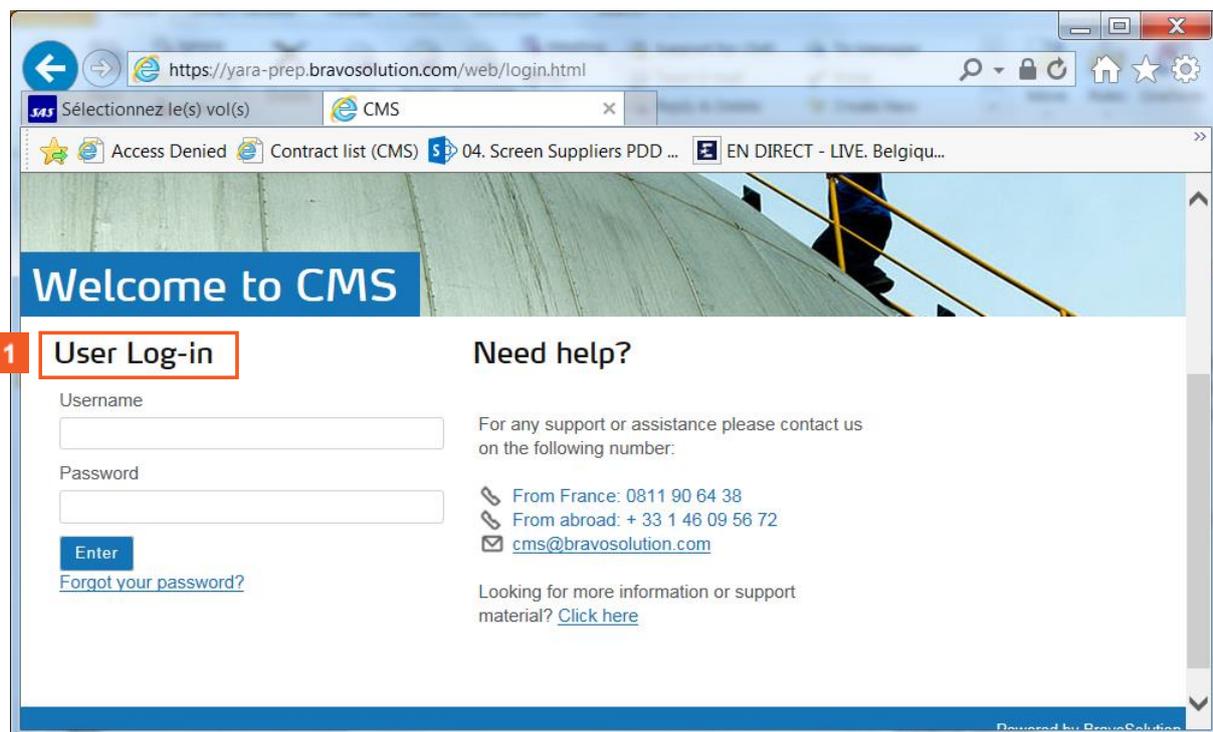
1. Learning objectives

In this documentation “Log In and Navigate”, you will discover

- How to log into the system
- How to navigate and customize the dashboard
- How to log out

2. Process description

💡 Please note that you will need an invitation sent by the Yara buyer to register in the system. View the document “How to access CMS for the first time” for more details.

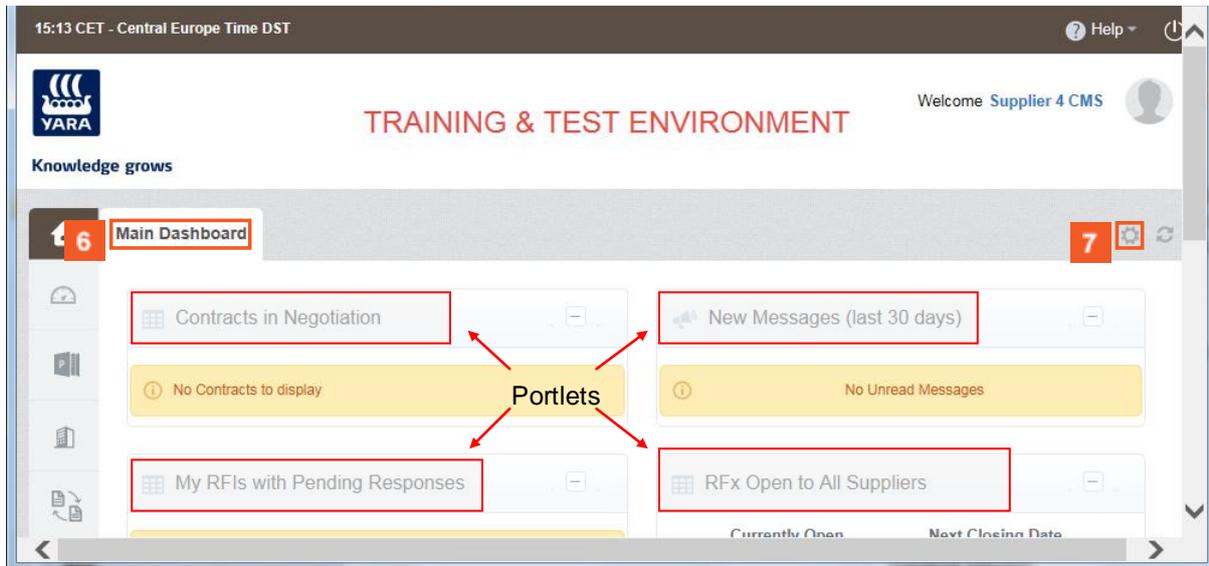


1 The log in page is the first page you will see when you want to access CMS.

The screenshot shows a web browser window with the following content:

- Welcome to CMS** (header)
- User Log-in** (title)
- 2** Username:
- 3** Password:
- 5**
- [4 Need help?](#)
- [Forgot your password?](#)
- For any support or assistance please contact us on the following number:
 - From France: 0811 90 64 38
 - From abroad: + 33 1 46 09 56 72
 - cms@bravosolution.com
- Looking for more information or support material? [Click here](#)
- Powered by BravoSolution (bottom right)

- 2** Enter your **Username** in the dedicated text box.
- 3** Enter your **Password**.
- 4** If you need additional help, you will find in the log in page additional information on how to contact the help desk, or visit the web page dedicated to suppliers. On this page, you will find information about the project, tutorial videos and supplier procedures.
- 5** Click the **Enter** button to access your account.



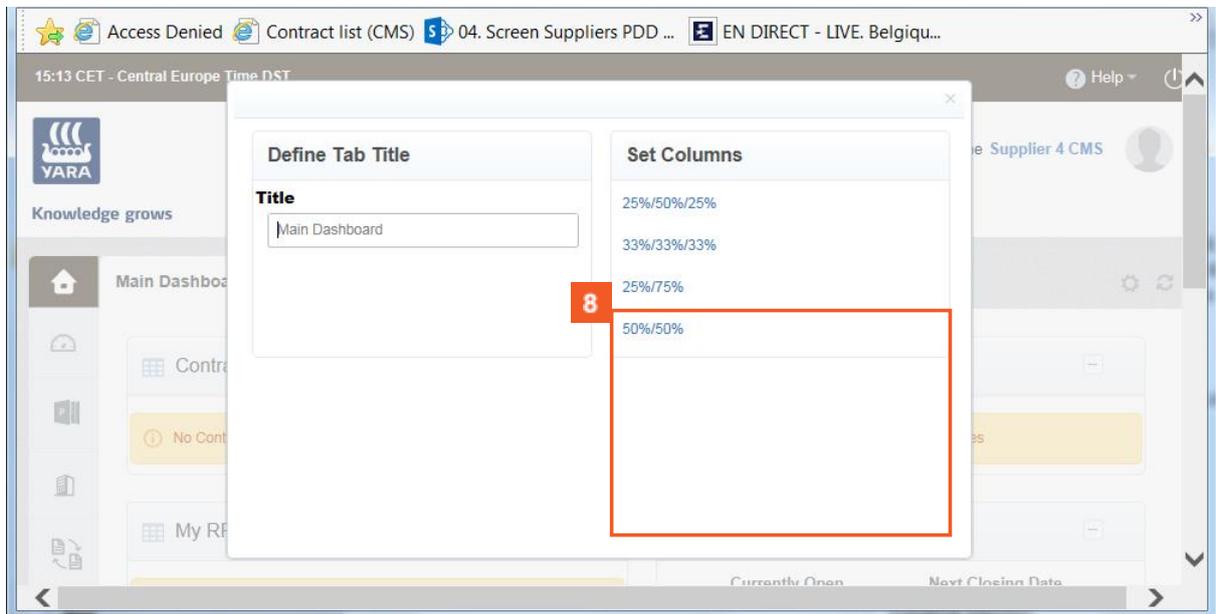
6 The supplier **Dashboard** is the default landing page. The **Main Dashboard** contains Portlets that provide an overview of and access to different sourcing activities.

 You can change the position of the Portlets. For that, drag and drop the portlets to rearrange your dashboard.

7 If you wish to change the layout, click on the **cogwheel**.

CMS documentation for suppliers

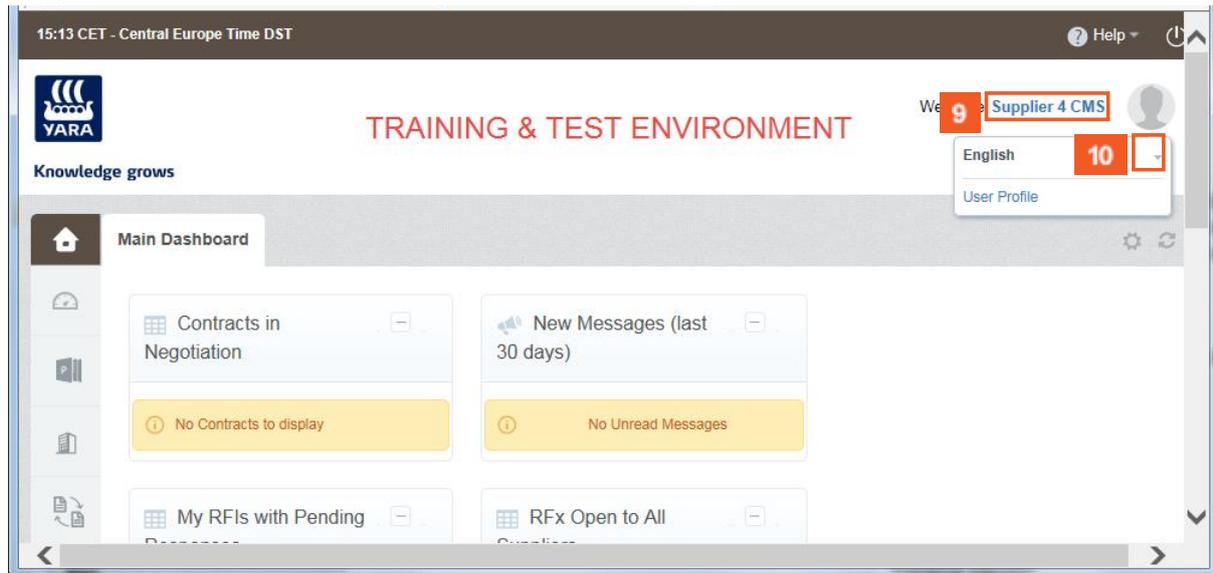
Log In and Navigate



8 Select the column settings to change the layout of the columns.

CMS documentation for suppliers

Log In and Navigate

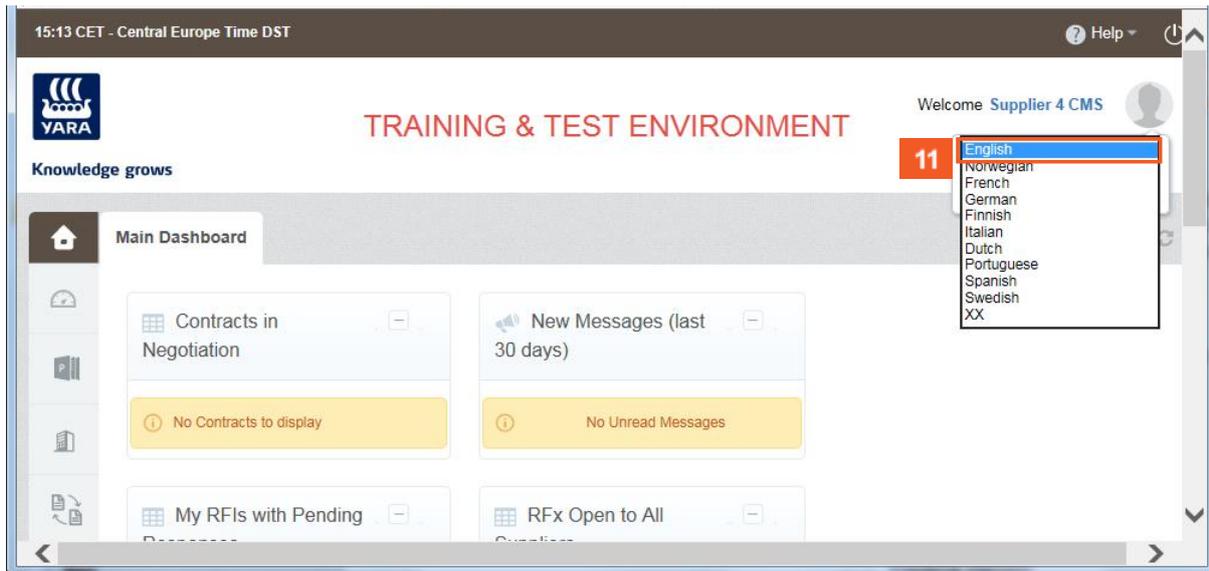


9 Clicking on your name will display your preferred language and an access to your user profile.

10 You can change your language by clicking on the arrow..

CMS documentation for suppliers

Log In and Navigate

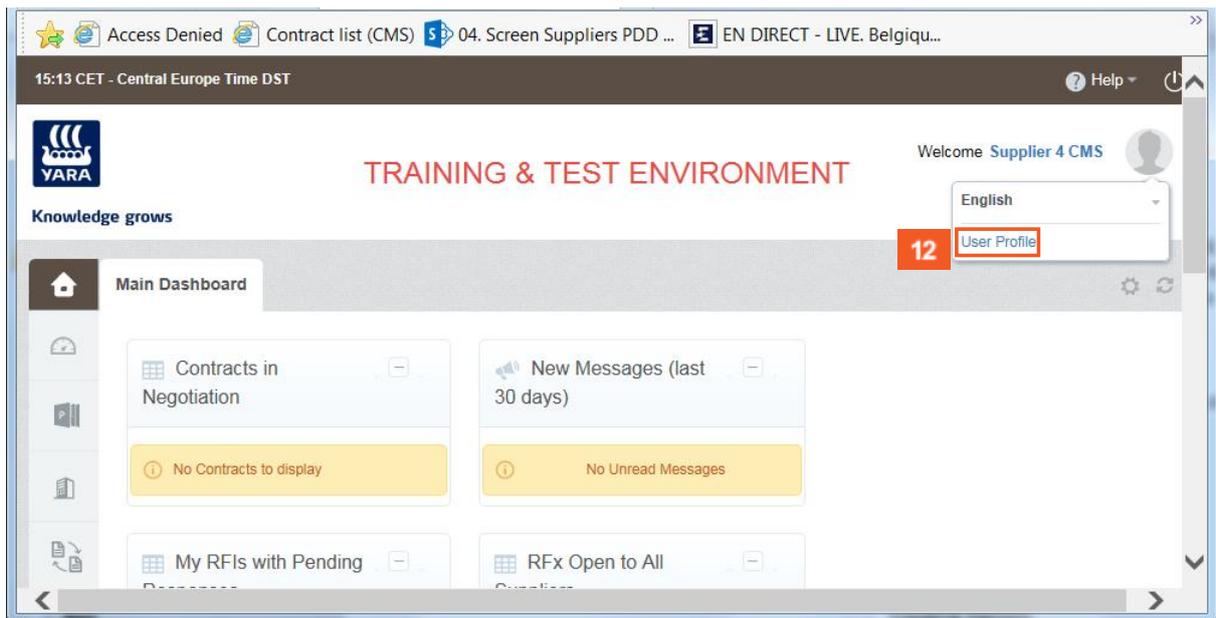


11

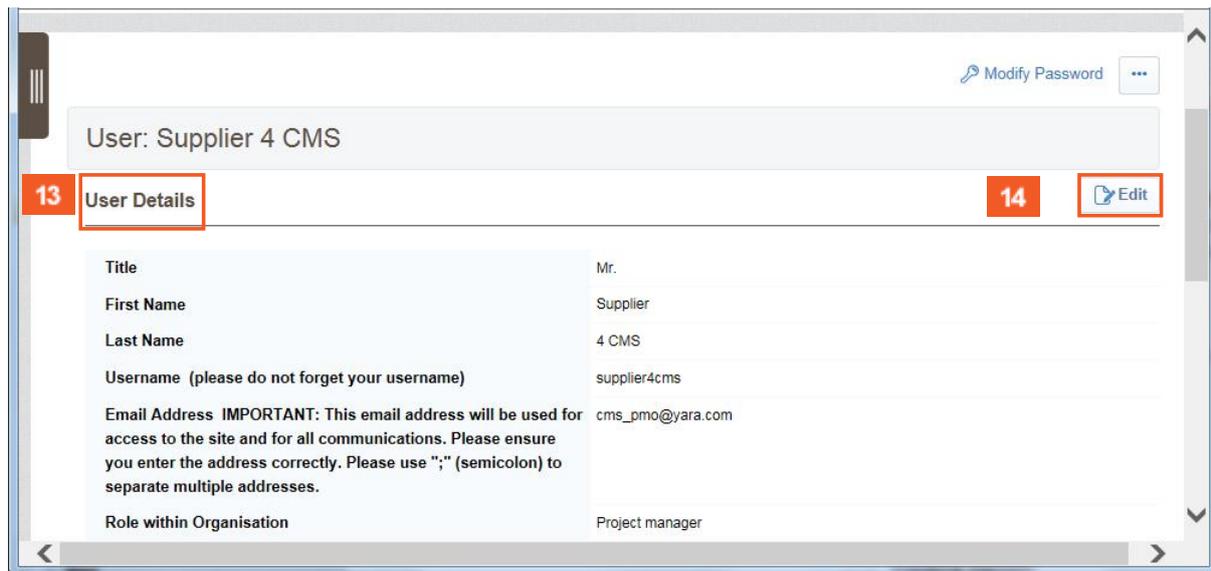
And by selecting your preferred language in the list.

CMS documentation for suppliers

Log In and Navigate



12 To view your profile, click on the **User Profile** hyperlink.

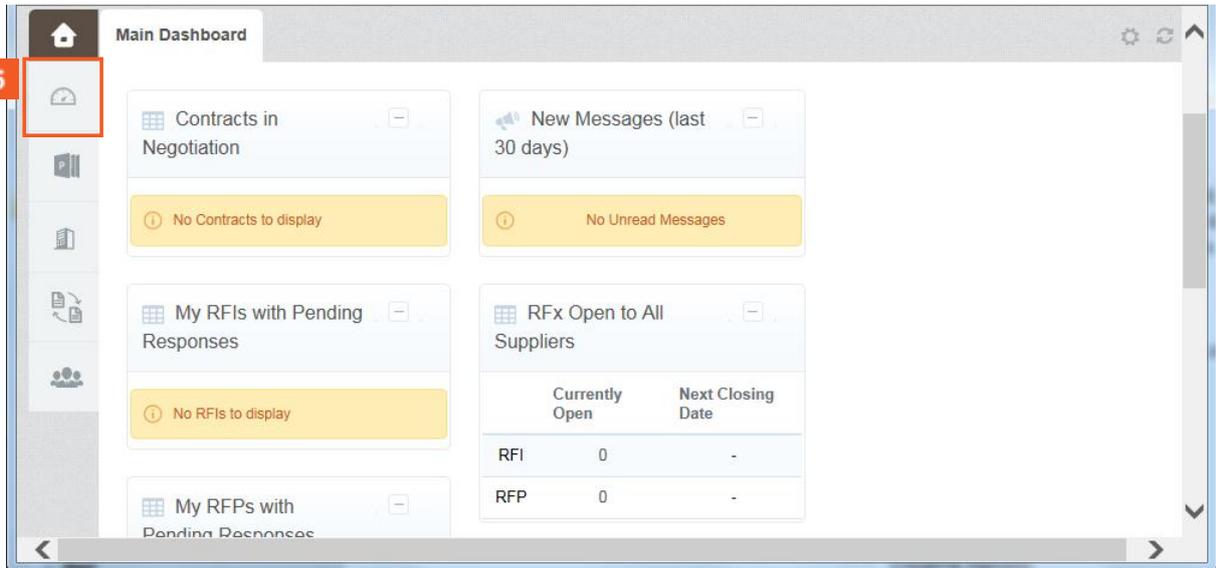


13 Your user details contain basic information and is your individual supplier account on the platform.

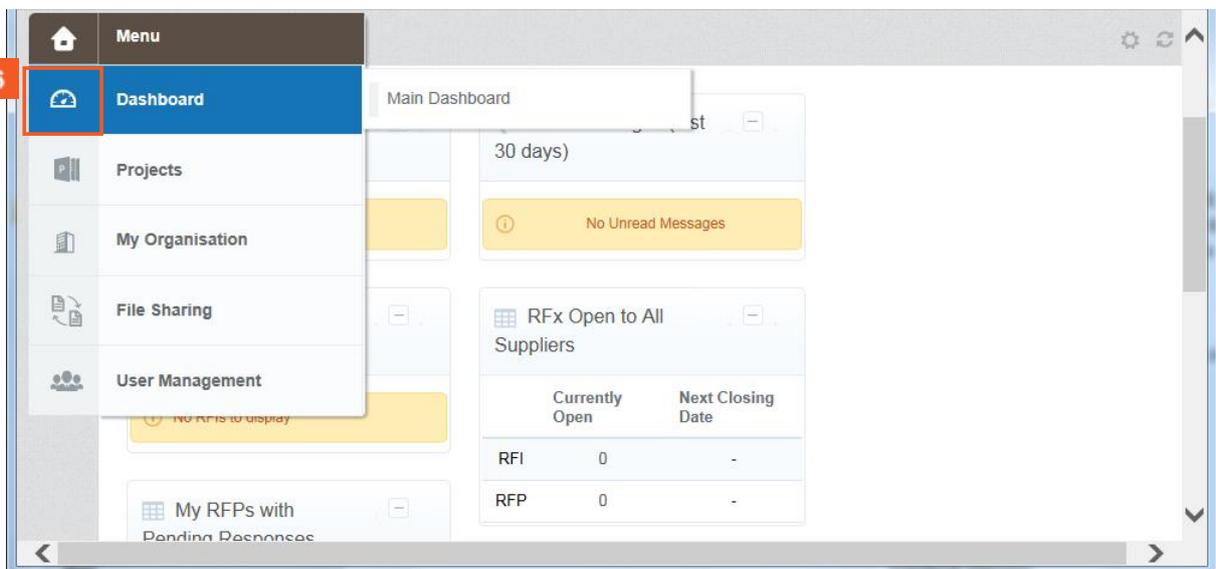
14 To update your profile, click on the **Edit** button on the right of the page.

CMS documentation for suppliers

Log In and Navigate



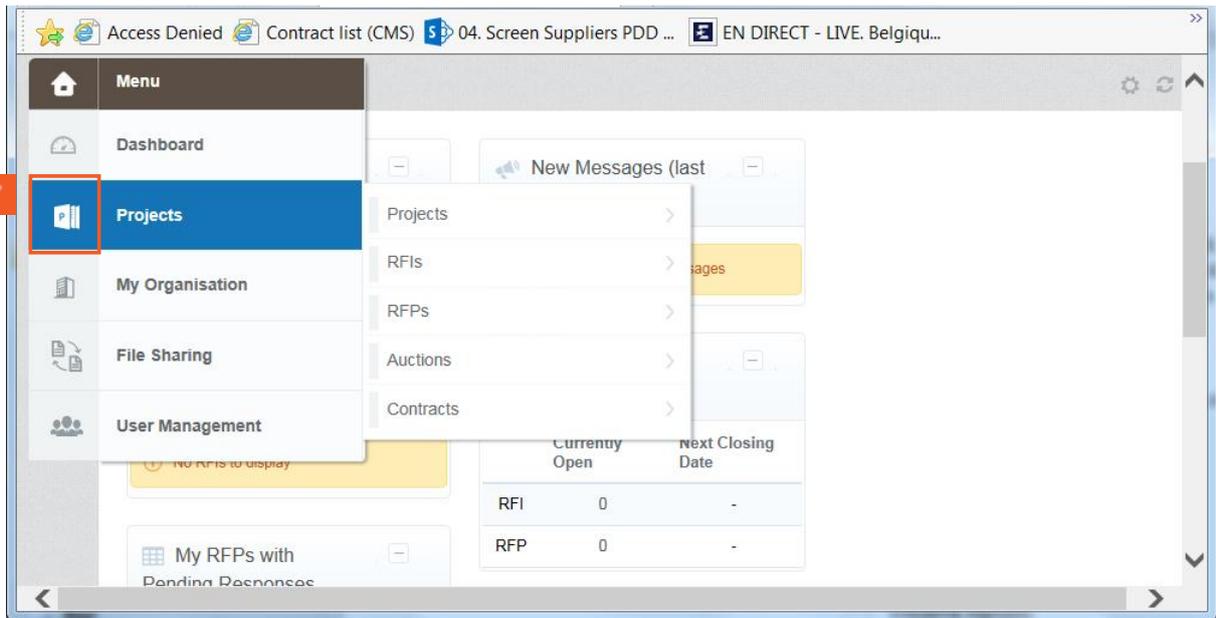
15 On the left side of the page, you can access a menu allowing you to navigate through the system.



16 You can access your **Dashboard**.

CMS documentation for suppliers

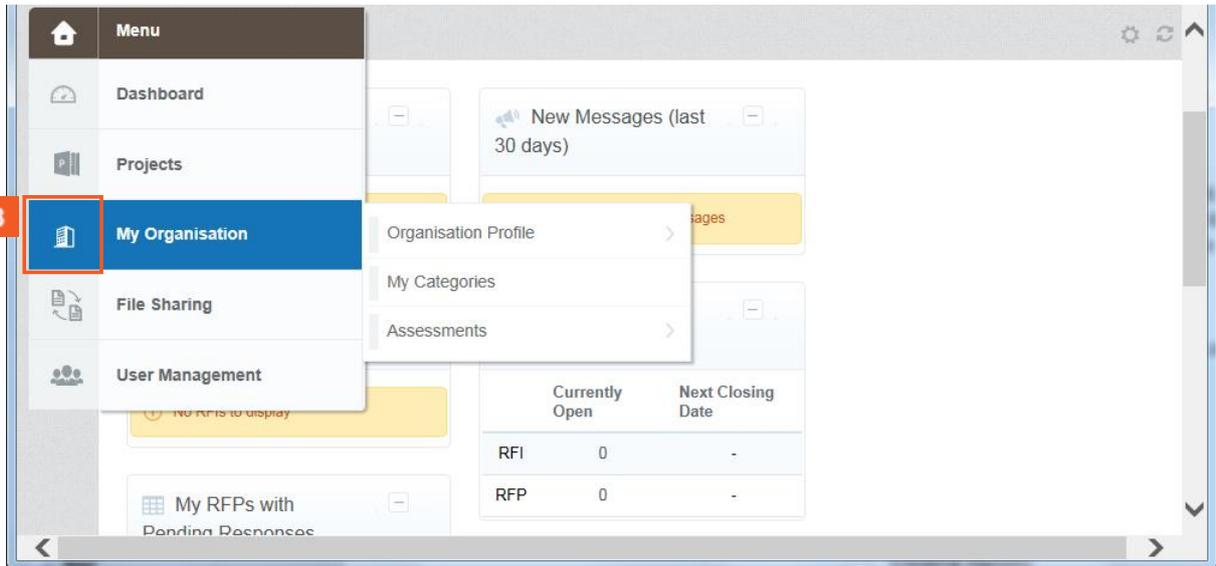
Log In and Navigate



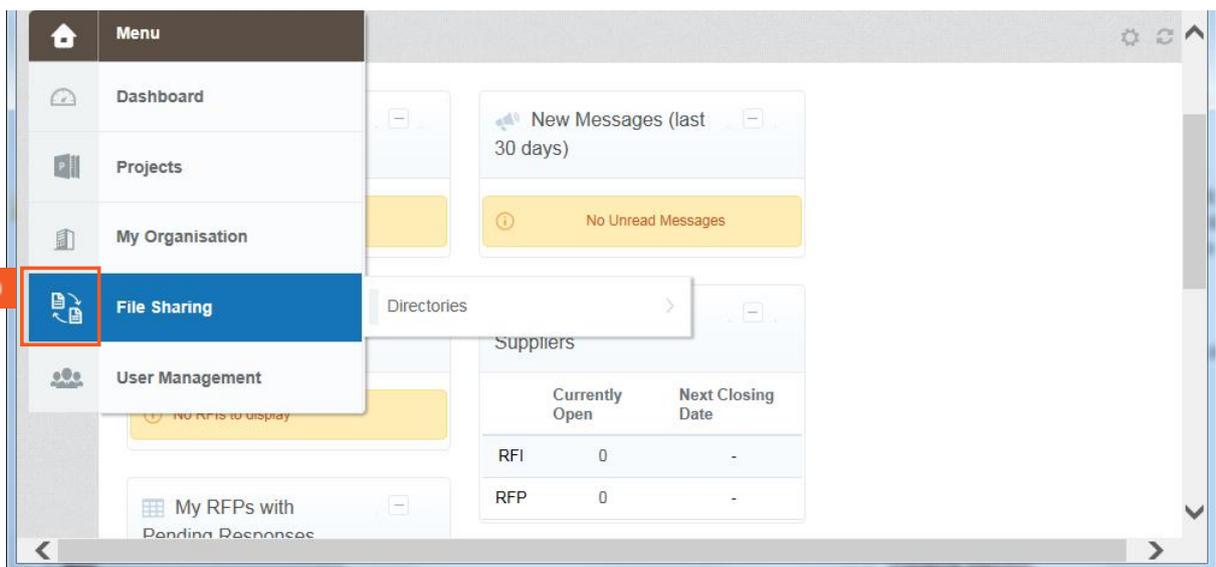
17 You can access your **Projects** (including Projects, RFIs, RFPs, Auctions & Contracts).

CMS documentation for suppliers

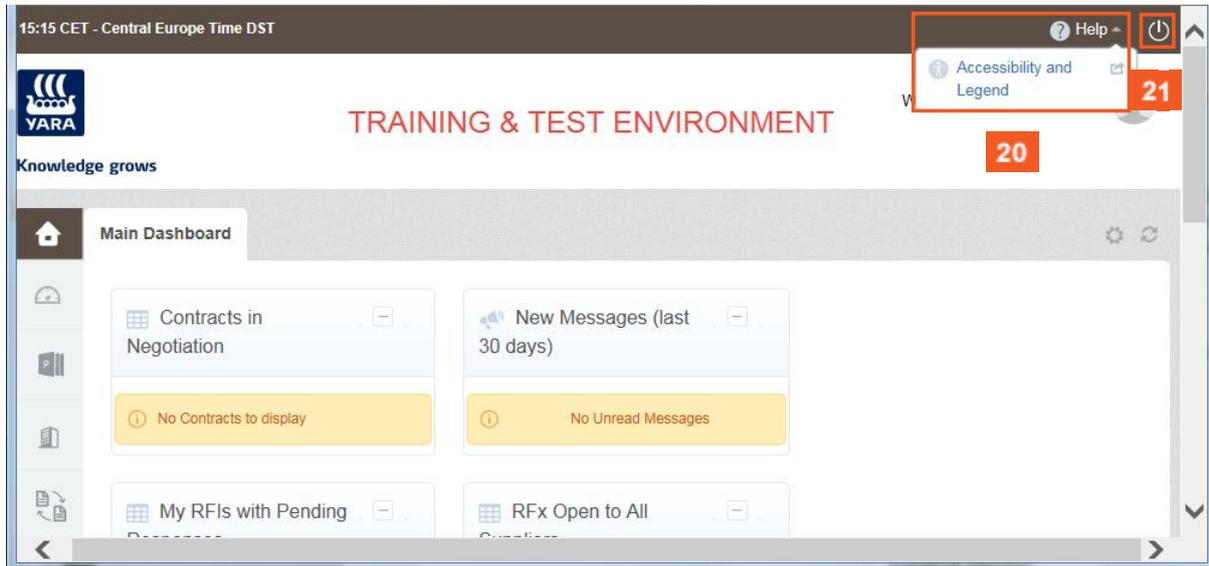
Log In and Navigate



18 You can access your **Organisation** details.



19 You can access your **files** as well as the **User Management** function.



20 If you need any assistance or help, you have an access to the help function at the top right of the page.

21 Click the on the **exit button to secure your account and log off.**

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*
 - ① *From abroad: + 33 1 46 09 56 72*
- Send an e-mail to cms_bravosolution@yara.com