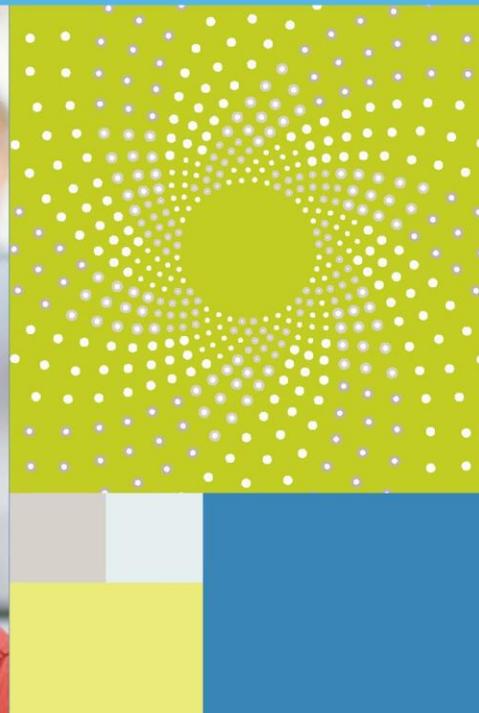




Knowledge grows

CMS documentation for suppliers

Answering RFI or RFP



1. Learning objectives

In this documentation “Answering RFI or RFP”, you will discover

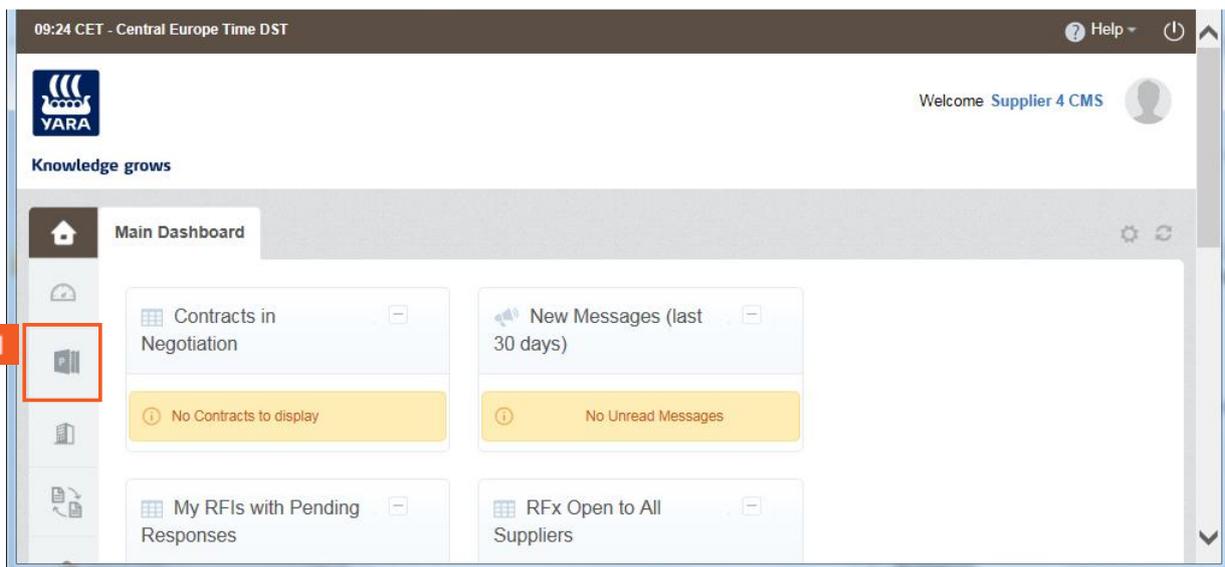
- How to access your RFIs or RFPs.
- How an RFI or RFP is structured.
- How to answer to an RFI or RFP.

2. Process description

A. Accessing your RFIs or RFPs

☒ There are two ways for accessing your RFIs or RFPs.

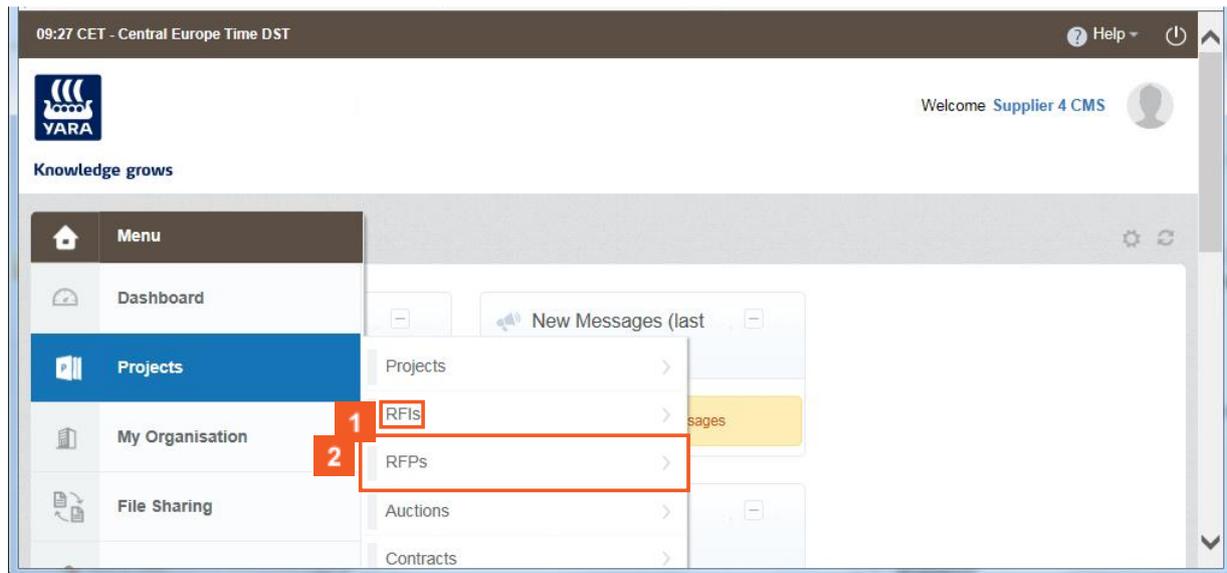
a) From the menu on the left



1 By clicking on **Projects**.

CMS documentation for suppliers

Answering RFI or RFP



1 And then Selecting **RFIs** > **My RFIs**.

2 Or selecting **RFPs** > **My RFPs**.

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Answering RFI or RFP

b) From the portlets

The screenshot displays a dashboard with several portlets. The 'My RFPs with Pending Responses' portlet contains a table with the following data:

RFP Title	Buyer Organisation	RFP Closing Date/Time	Response Status
Answer to a RFI/RFP	Yara Principal Division	06/09/2016 12:00	No Response Prepared

The 'RFx Open to All Suppliers' portlet shows a summary table:

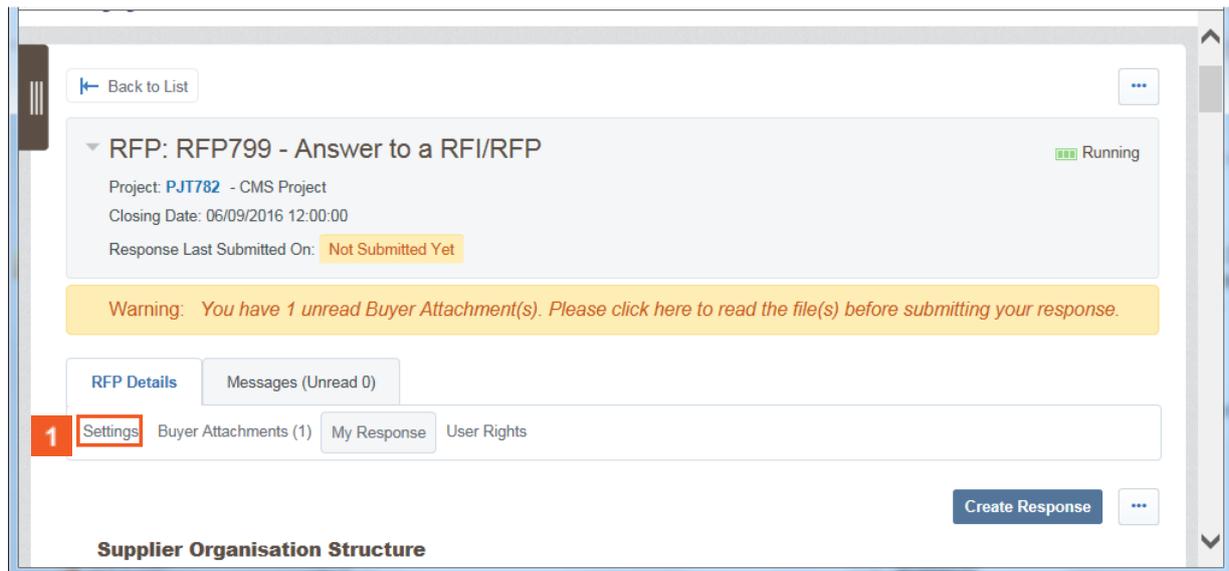
	Currently Open	Next Closing Date
RFI	0	-
RFP	0	-

The 'Quick Links' portlet lists the following standard links:

- Organisation Profile
- My Auctions
- My RFIs
- My RFPs
- My Contracts

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.

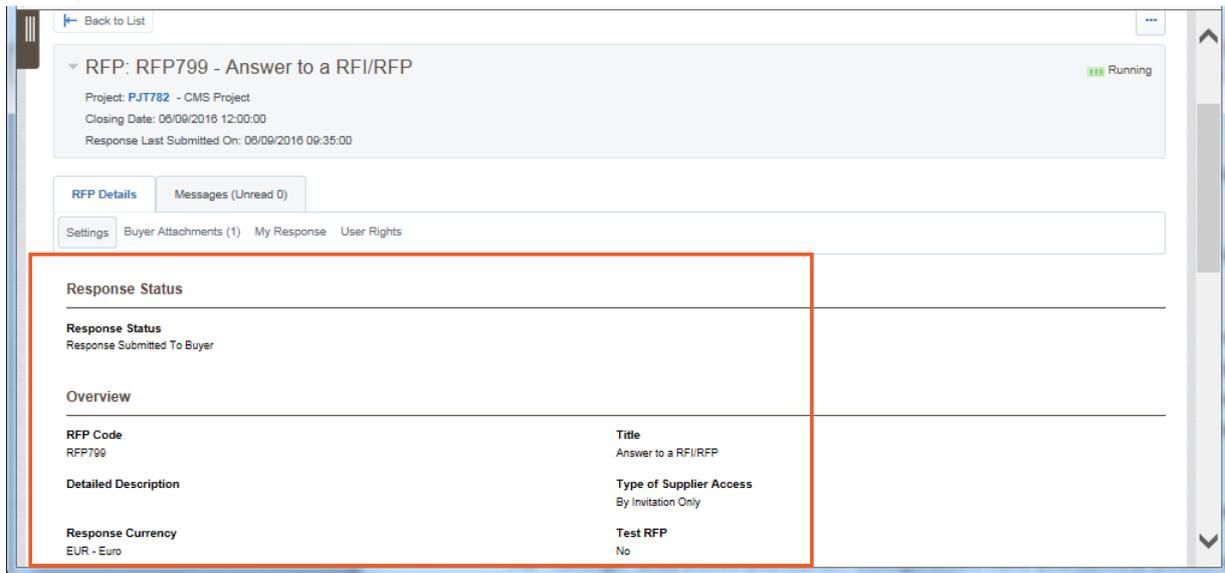
B. Structure of a RFI or RFP in CMS



- 1 The **Settings** area under the tab RFP details shows you the RFP configuration.

CMS documentation for suppliers

Answering RFI or RFP



Back to List

▼ RFP: RFP799 - Answer to a RFI/RFP Running

Project: PJT782 - CMS Project
Closing Date: 09/09/2016 12:00:00
Response Last Submitted On: 06/09/2016 09:35:00

RFP Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response User Rights

Response Status

Response Status
Response Submitted To Buyer

Overview

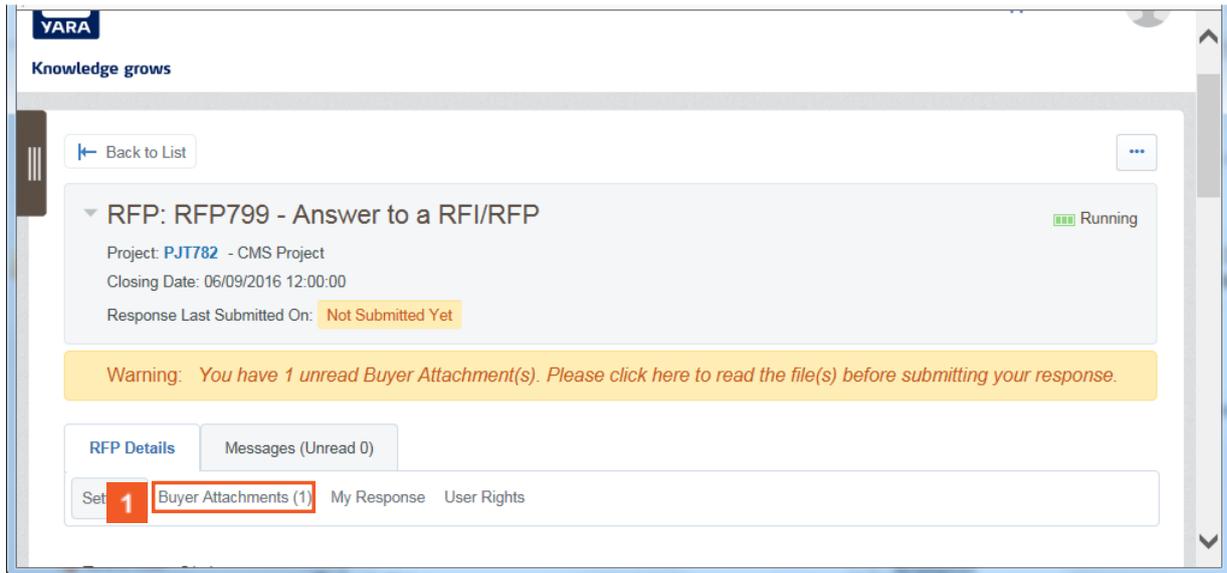
RFP Code RFP799	Title Answer to a RFI/RFP
Detailed Description	Type of Supplier Access By Invitation Only
Response Currency EUR - Euro	Test RFP No

Here you can find an overview of the request, deadline and time details, envelope settings and awarding information.

CMS documentation for suppliers

Answering RFI or RFP

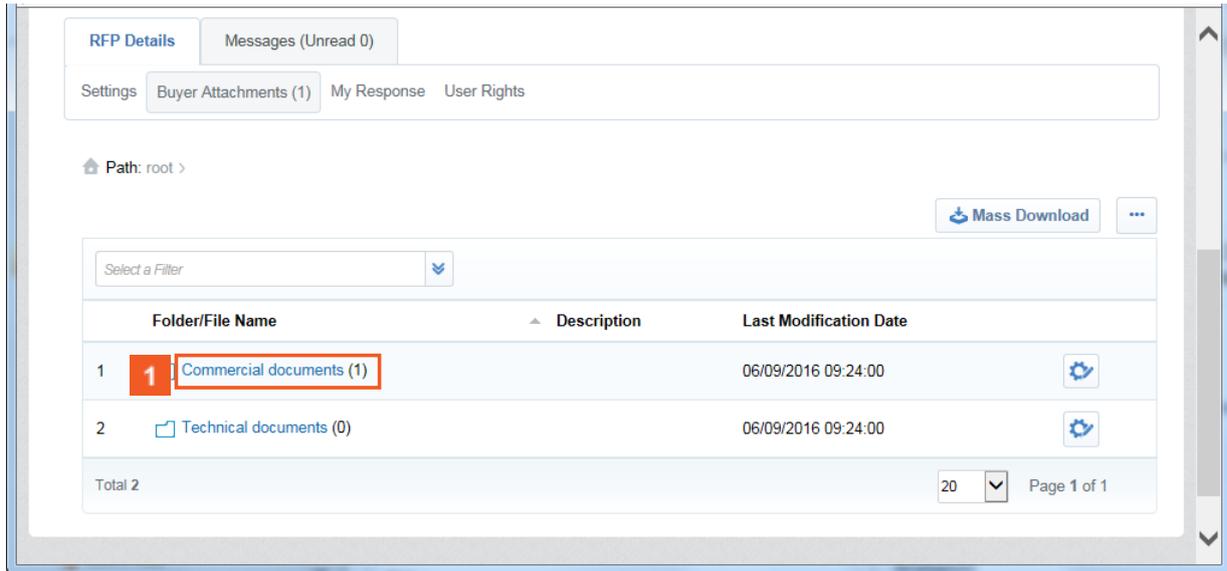
- ☞ The RFP (or RFI) can have one or multiple attachments the buyer wants to share with his suppliers.



- 1 In order to have a look at the attachment, click on the **Buyer Attachments** area under the RFP Details tab.

CMS documentation for suppliers

Answering RFI or RFP



The screenshot displays a web application interface for RFP management. At the top, there are tabs for 'RFP Details' and 'Messages (Unread 0)'. Below these are navigation links: 'Settings', 'Buyer Attachments (1)', 'My Response', and 'User Rights'. A breadcrumb trail shows 'Path: root >'. On the right side, there are buttons for 'Mass Download' and a menu icon. A filter dropdown is set to 'Select a Filter'. The main content is a table with the following data:

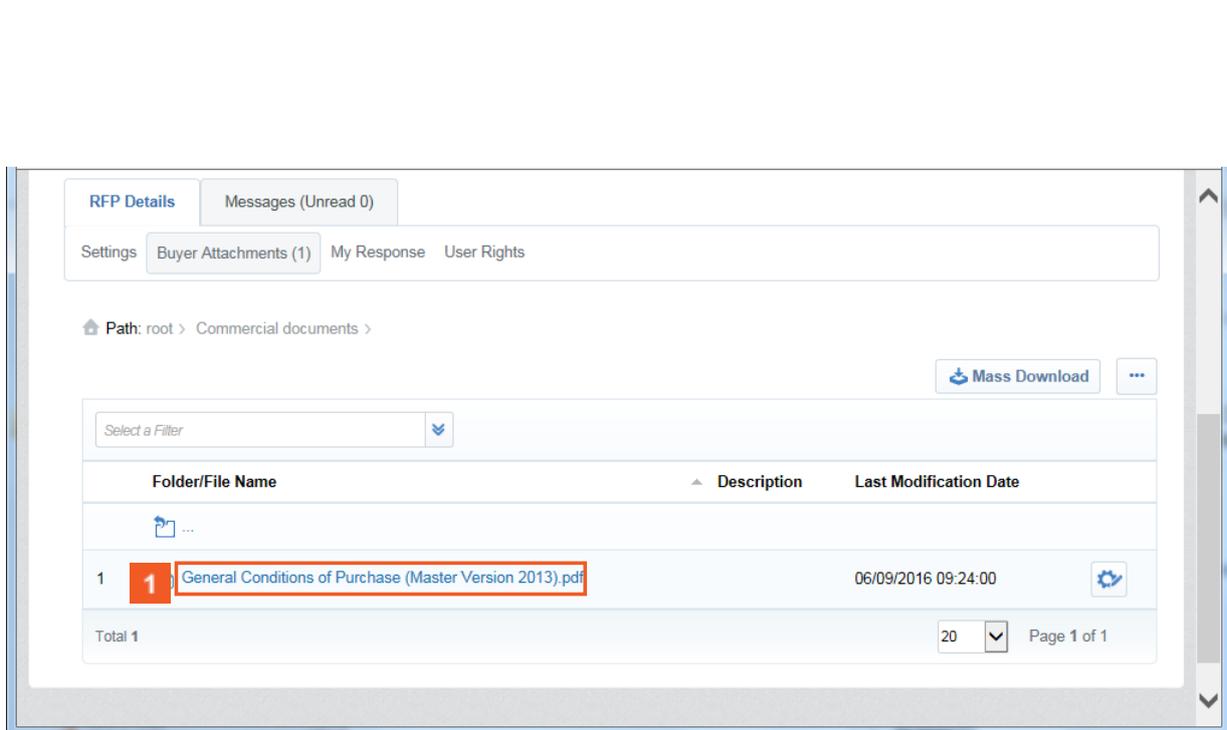
	Folder/File Name	Description	Last Modification Date	
1	Commercial documents (1)		06/09/2016 09:24:00	
2	Technical documents (0)		06/09/2016 09:24:00	

At the bottom of the table, it shows 'Total 2'. On the right, there is a dropdown menu set to '20' and 'Page 1 of 1'.

1 Open folders or files by clicking on the links.

CMS documentation for suppliers

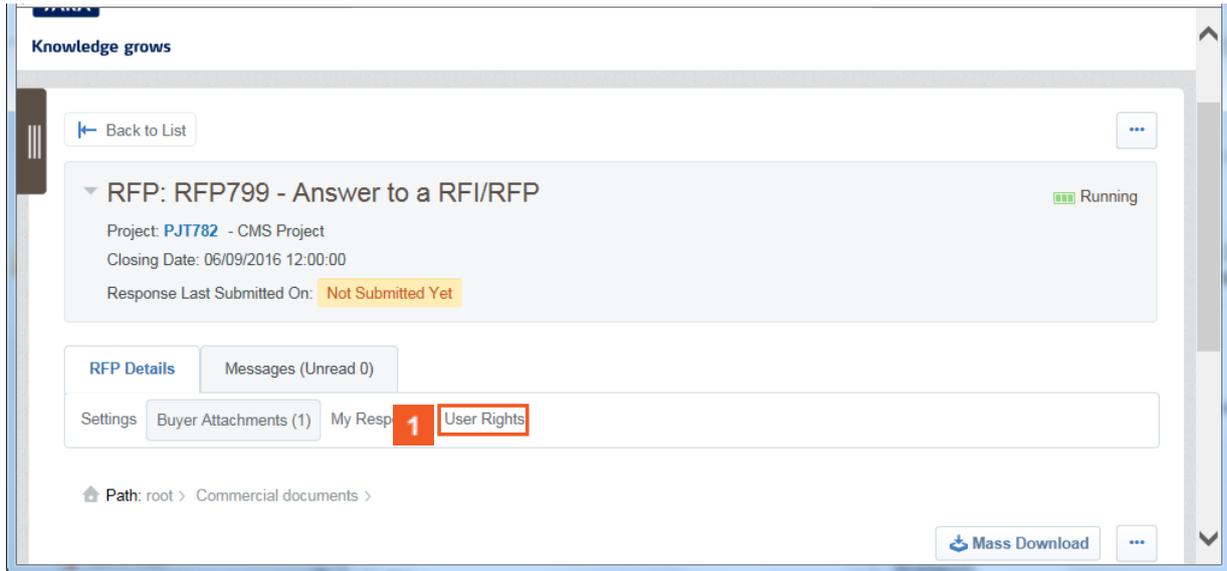
Answering RFI or RFP



1 Open folders or files by clicking on the links.

CMS documentation for suppliers

Answering RFI or RFP



 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.

CMS documentation for suppliers

Answering RFI or RFP

▼ RFP: RFP799 - Answer to a RFI/RFP Running

Project: **PJT782** - CMS Project
Closing Date: 06/09/2016 12:00:00
Response Last Submitted On: **Not Submitted Yet**

RFP Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response User Rights

1 + Add ...

	Last Name	First Name	Email	Division Name	Role Name
1	4 CMS	Supplier	cms_pmo@yara.com	Division	
Total 1					20 Page 1 of 1

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1 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

Knowledge grows

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▼ RFP: RFP799 - Answer to a RFI/RFP Running

Project: [PJT782](#) - CMS Project
Closing Date: 06/09/2016 12:00:00
Response Last Submitted On: Not Submitted Yet

RFP Details Messages (Unread 0)

Settings Buyer Attachments **1** My Response User Rights

+ Add

	Last Name	First Name	Email	Division Name	Role Name
1	4 CMS	Supplier	cms_pmo@yara.com	Division	

1 In order to start answering to a RFI or RFP, click on the **My Response** area under the tab RFP details.

CMS documentation for suppliers

Answering RFI or RFP

▼ RFP: RFP799 - Answer to a RFI/RFP Running

Project: [PJT782](#) - CMS Project
Closing Date: 06/09/2016 12:00:00
Response Last Submitted On: Not Submitted Yet

[RFP Details](#) [Messages \(Unread 0\)](#)

[Settings](#) [Buyer Attachments \(1\)](#) [My Response](#) [User Rights](#)

1 [Create Response](#) ⋮

Supplier Organisation Structure

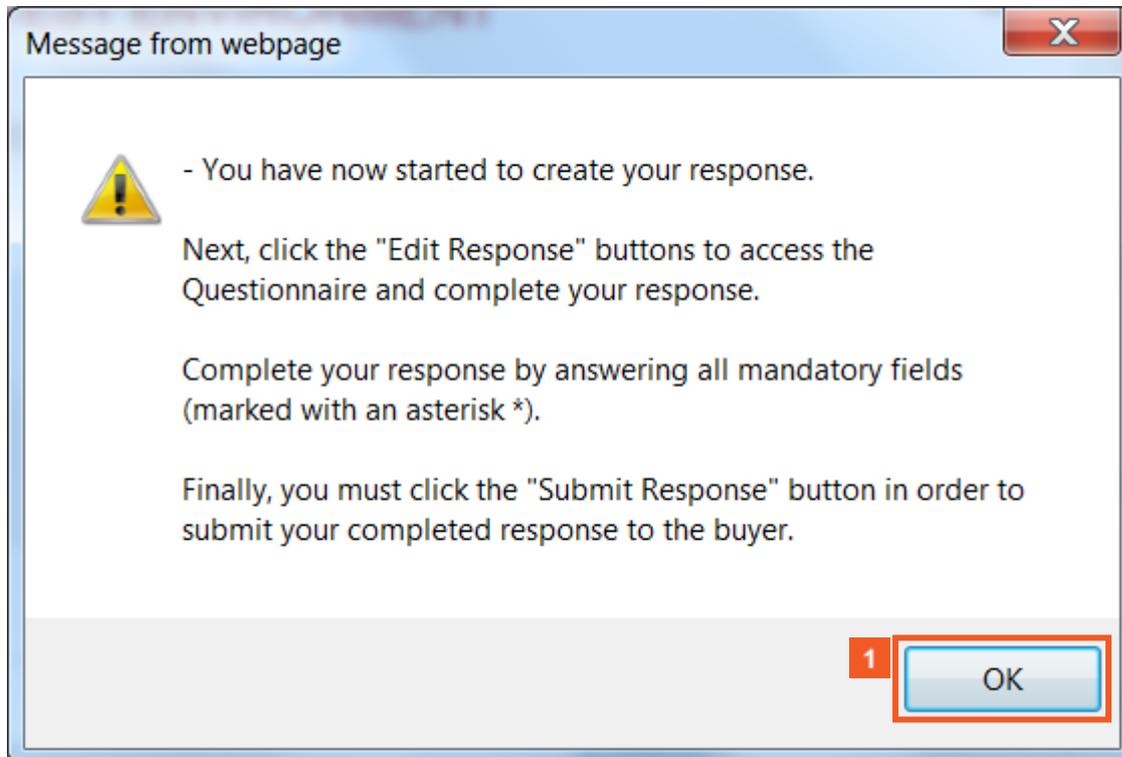
★ **This bid is submitted on behalf of:**
My Organisation Only (No consortium)

[View Response Index Only](#)

1 Click on the **Create Response** button to start answering to the RFI or RFP.

CMS documentation for suppliers

Answering RFI or RFP



- 1 Read the pop-up and click on the **OK** button.

CMS documentation for suppliers

Answering RFI or RFP

The screenshot shows a web interface for a CMS project. At the top, it displays 'Project: PJT782 - CMS Project', 'Closing Date: 06/09/2016 12:00:00', and 'Response Last Submitted On: Not Submitted Yet'. Below this are navigation tabs: 'RFP Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'User Rights'. A 'Submit Response' button is located on the right. The 'My Response Summary' section is highlighted with a red box and a red '1' in a square. It contains a table with three rows:

1.	Qualification Response	Missing optional responses (46)		
2.	Technical Response	Missing mandatory responses (5)		
3.	Commercial Response	Mandatory fields missing (2)	Total Price (excluding optional sections)	0

At the bottom, there is a 'Supplier Organisation Structure' section and a 'Manage Consortium' button.

- 1** The **My response Summary** area shows you the number of missing optional or mandatory responses for the Qualification and Technical Responses as well as the number of quoted items missing for the Commercial Response.

RFP: RFP799 - Answer to a RFI/RFP
Supplier Organisation Structure

Back to List

* This bid is submitted on behalf of:
My Organisation Only (No consortium)

View Response Index Only

1. Qualification Response (questions: 50) **1** Edit Response

1.1 COMPANY DATA - Section of Profile Questions

Question	Description	Response
1.1.1	Status of ownership	- Corporation
1.1.2	Do you have a Parent Company ?	- no
1.1.3	Ultimate holding company (if applicable)	-
1.1.4	Has your company done business with us over the last 5 years?	- Yes

1 For each of the Response, click on the **Edit Response** button to start answering it.

RFP: RFP799 - Answer to a RFI/RFP

1. Qualification Response (question: 50)

Save and Return Save and Continue Cancel

1.1 COMPANY DATA - Section of Profile Questions

Question	Description	Response
1.1.1	Status of ownership	Corporation 1
1.1.2	Do you have a Parent Company ?	no
1.1.3	Ultimate holding company (if applicable)	
1.1.4	Has your company done business with us over the last 5 years?	Yes

1 For each question, use the dropdowns or the text fields to provide your answers.

CMS documentation for suppliers

Answering RFI or RFP

RFP: RFP799 - Answer to a RFI/RFP Running

[Save and Return](#) [Save and Continue](#) [Cancel](#)

1. Qualification Response (questions: 50)

1.1 COMPANY DATA - Section of Profile Questions	
Question	Description
1.1.1	Status of ownership
1.1.2	Do you have a Parent Company ?
1.1.3	Ultimate holding company (if applicable)
1.1.4	Has your company done business with us over the last 5 years?

1 Proprietorship
Partnership
Corporation
Subsidiary
Affiliate
Division
Public
Private
Foreign owned

Characters available 1998

Characters available 2000

1 For each question, use the dropdowns or the text fields to provide your answers.

CMS documentation for suppliers

Answering RFI or RFP

▼ RFP: RFP800 - Answer to a RFI/RFP Running

Project: PJT782 - CMS Project
Closing Date: 06/09/2016 12:00:00
Response Last Submitted On: Not Submitted Yet

Warning: Instructions for (1) Question(s) have not been downloaded, click on the icon next to the question to download the Instructional Attachment

2 Save and Return **1** Save and Continue Cancel

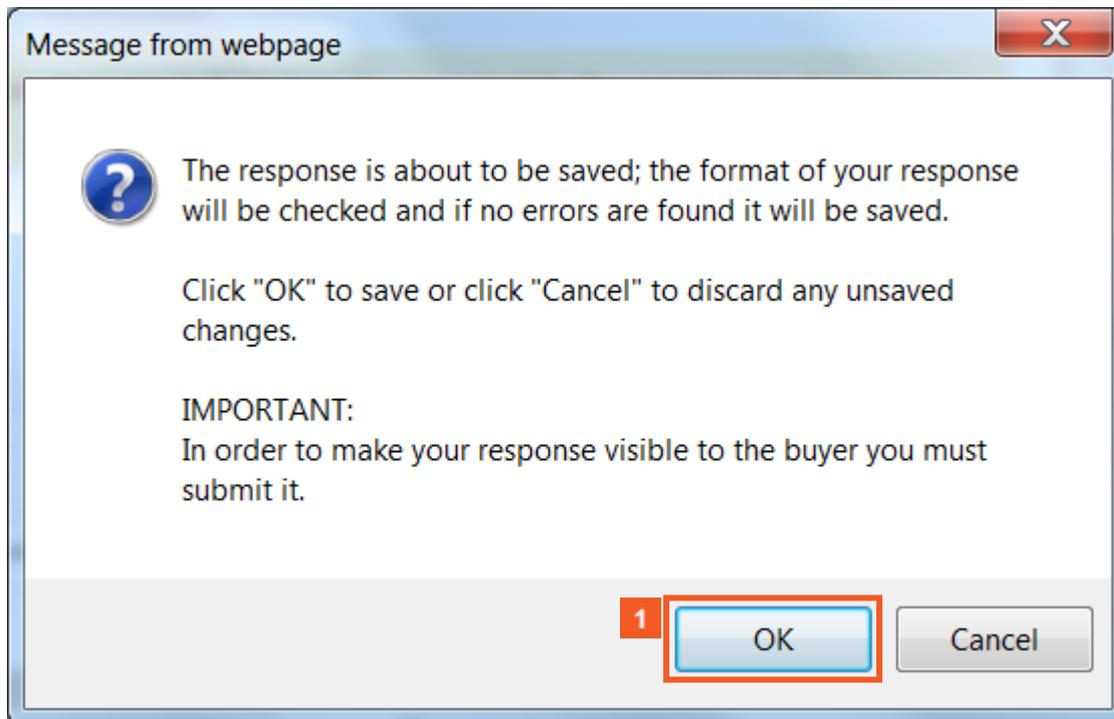
Validate Response

1. Qualification Response (questions: 50)

1.1 COMPANY DATA - Section of Profile Questions

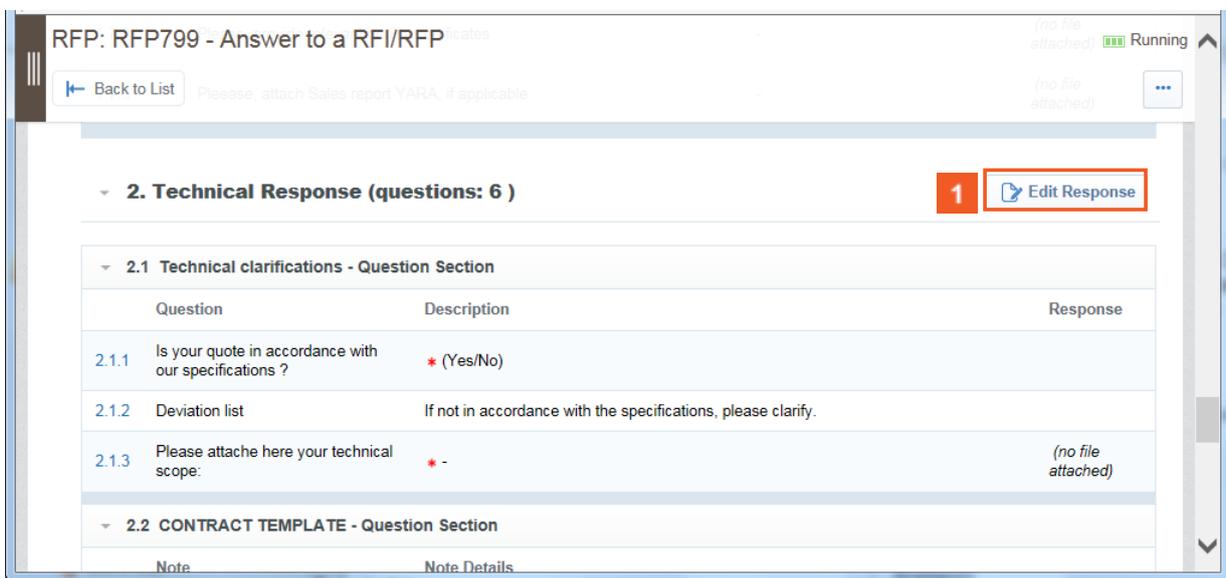
Question	Description	Response
1.1.1	Status of ownership	- Corporation ▼

- 1** Do not forget to frequently click on the **Save and Continue** button to save your answers.
- 2** Once you have done, click on the **Save and Return** button.



- 1** 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.



RFP: RFP799 - Answer to a RFI/RFP (no file attached) Running

[← Back to List](#) Please, attach Sales report YARA, if applicable (no file attached) ⋮

2. Technical Response (questions: 6) 1 [Edit Response](#)

2.1 Technical clarifications - Question Section

Question	Description	Response
2.1.1	Is your quote in accordance with our specifications ?	* (Yes/No)
2.1.2	Deviation list	If not in accordance with the specifications, please clarify.
2.1.3	Please attache here your technical scope:	* - (no file attached)

2.2 CONTRACT TEMPLATE - Question Section

Note [Note Details](#)

- 1 To modify the Technical response, click on the **Edit Response** button.

CMS documentation for suppliers

Answering RFI or RFP

RFP: RFP799 - Answer to a RFI/RFP Running

[Back to List](#) ...

3. Commercial Response (Line Items: 0, Questions: 3) 1 [Edit Response](#)

3.1 Commercial clarifications - Question Section

Question	Description	Response
3.1.1 Delivery time:	* (weeks)	
3.1.2 Acceptance of the Yara general terms and conditions	* (Yes/No)	
3.1.3 Deviation list	please give your deviation to our YGTC.	

3.2 Price Breakdown - Price Section

3.3 Additional Attachments Area

- 1 To modify the Commercial Response, click on the **Edit Response** button.

Save and Return Save and Continue Cancel Refresh Validate Response

Total Price (excluding optional sections) 0

3. Commercial Response (Line Items: 0, Questions: 3)

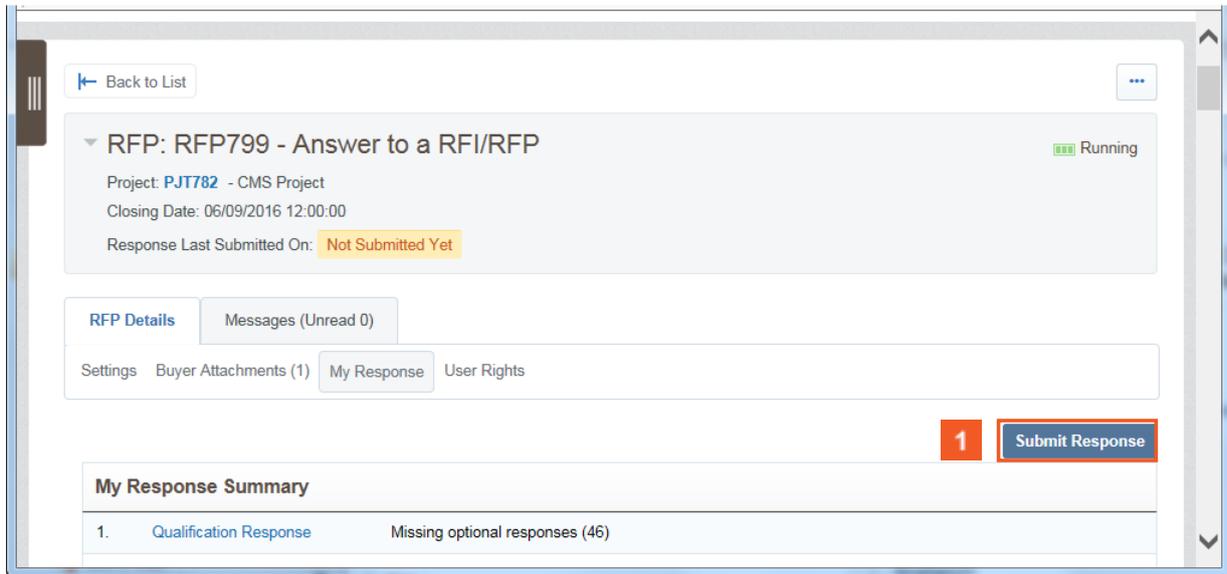
3.1 Commercial clarifications - Question Section

Question	Description	Response
3.1.1 Delivery time:	* (weeks)	1 2 32
3.1.2 Acceptance of the Yara general terms and conditions	* (Yes/No)	3
3.1.3 Deviation list	please give your deviation to our YGTC.	

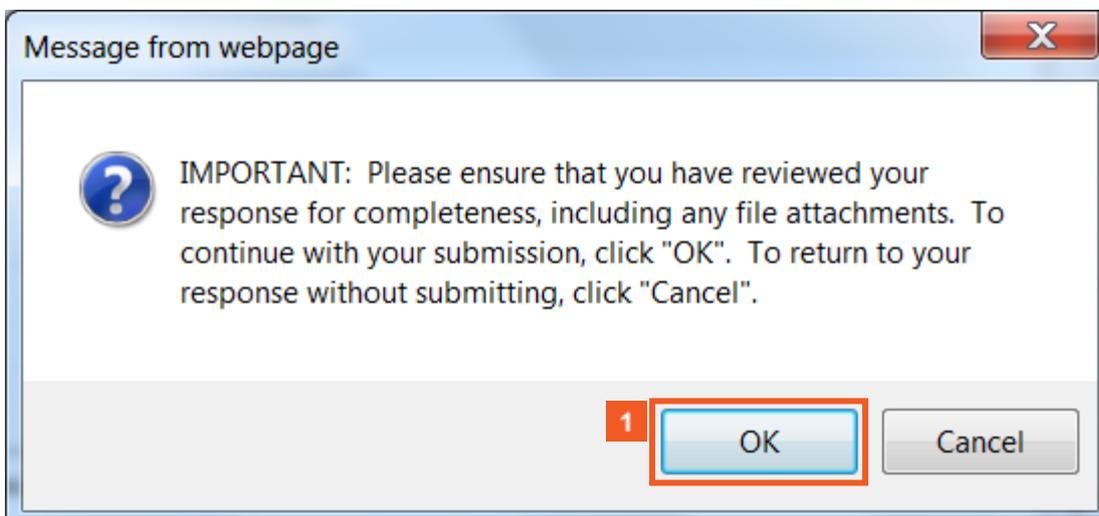
- 1 For each question, use the text fields or dropdowns to provide your answers.
- 2 For each question, use the text fields or dropdowns to provide your answers.
- 3 For each question, use the text fields or dropdowns to provide your answers.

CMS documentation for suppliers

Answering RFI or RFP



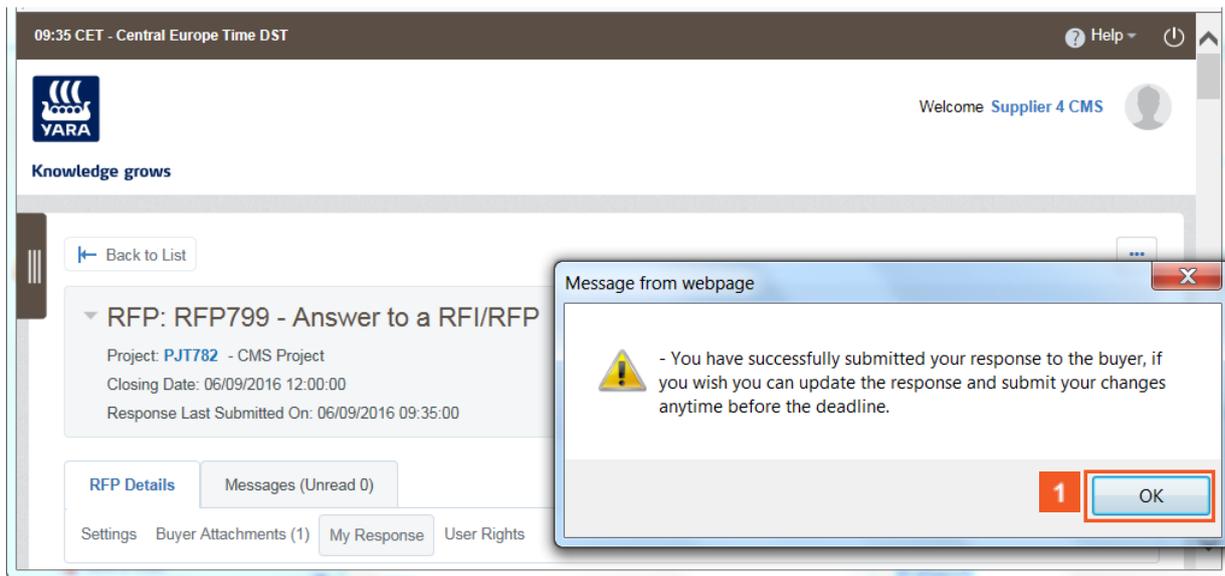
- 1** Once you have provided all the answers and after having reviewing them, click on the Submit Response button to send your answers to the supplier.



- 1** Click the **OK** button.

CMS documentation for suppliers

Answering RFI or RFP

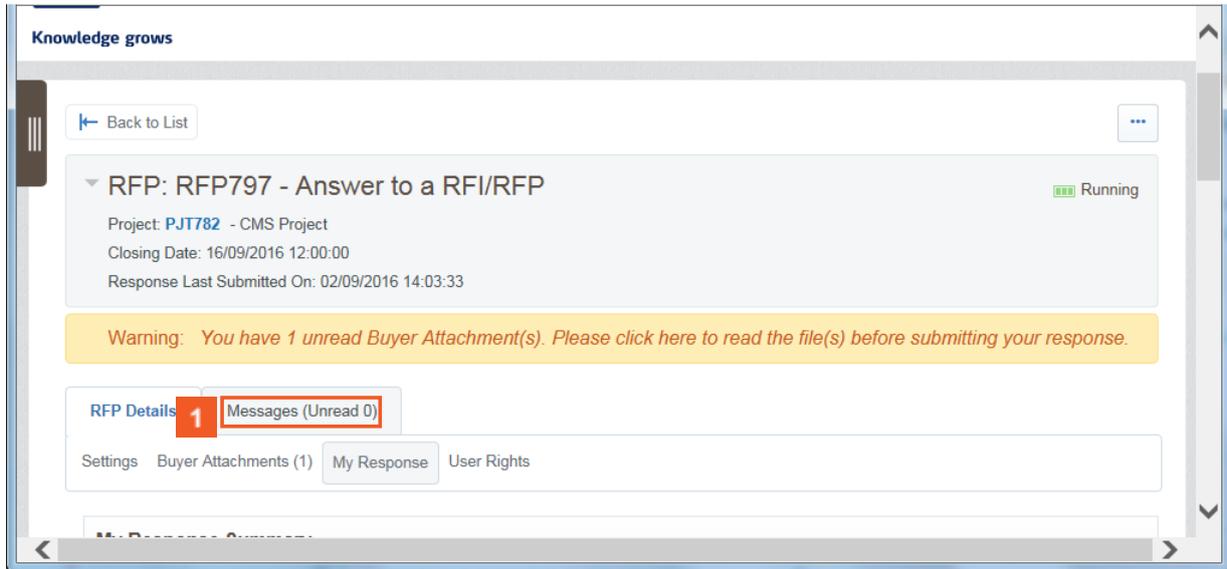


1 A pop up will appear which notifies that your answers have been successfully submitted to the buyer. Click on **OK**.

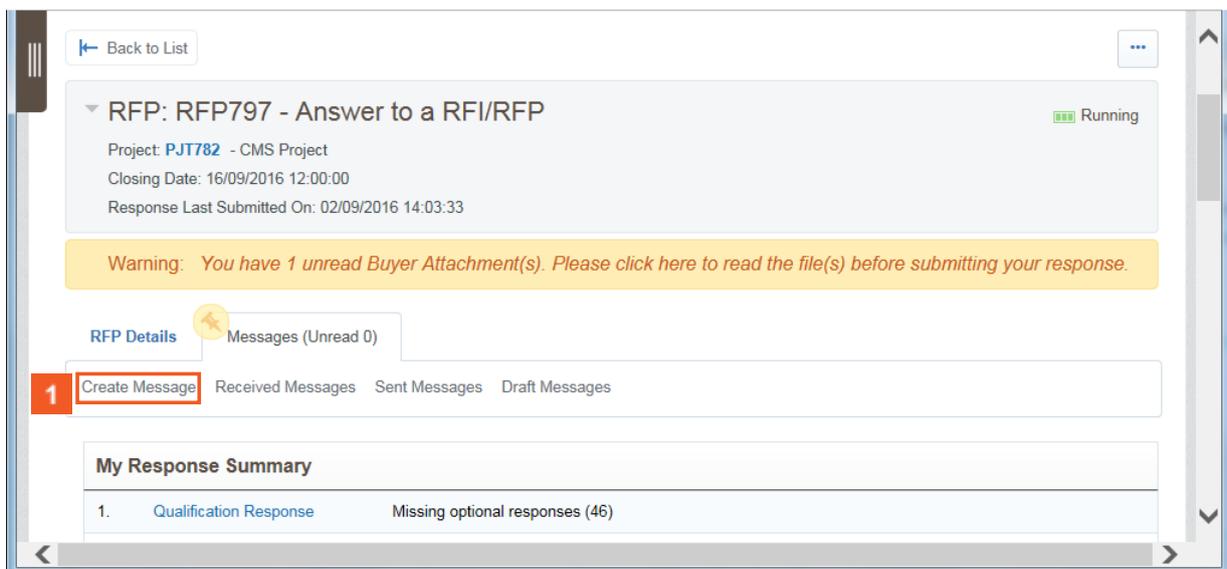
ⓘ You have submitted your answers to Yara !

CMS documentation for suppliers

Answering RFI or RFP



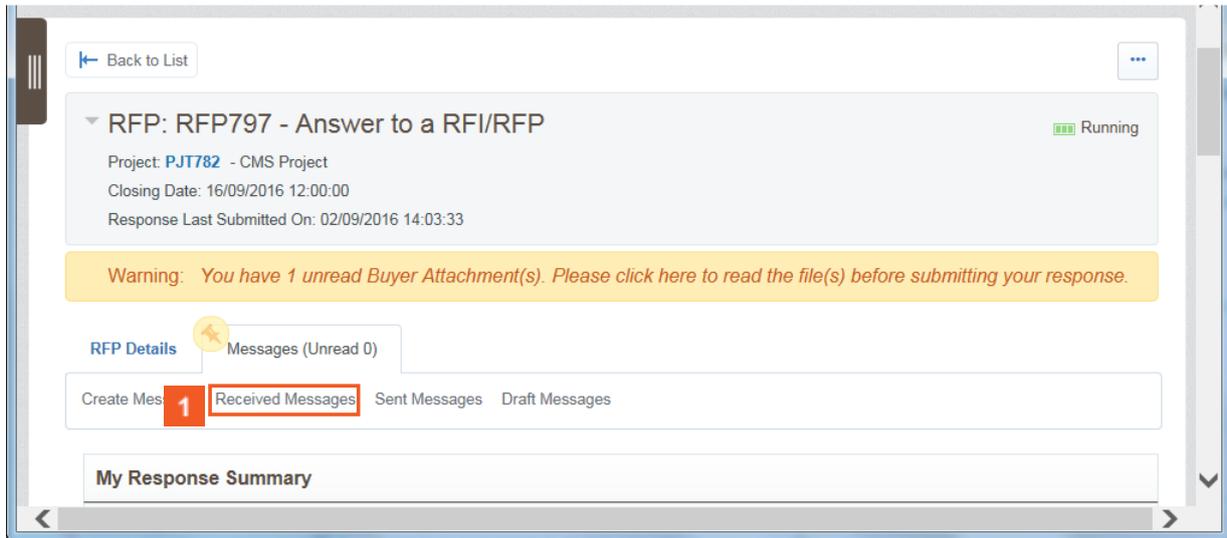
1 The **Messages** tab allows you to access the Messages area.



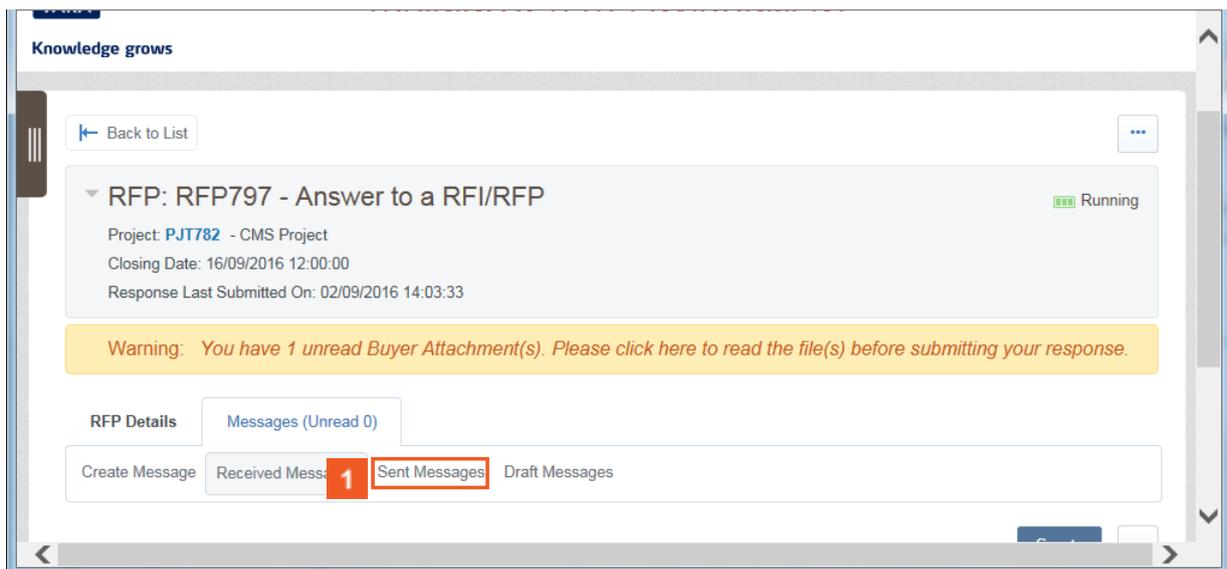
1 You can **Create** a secure **Message** to the Yara buyer.

CMS documentation for suppliers

Answering RFI or RFP



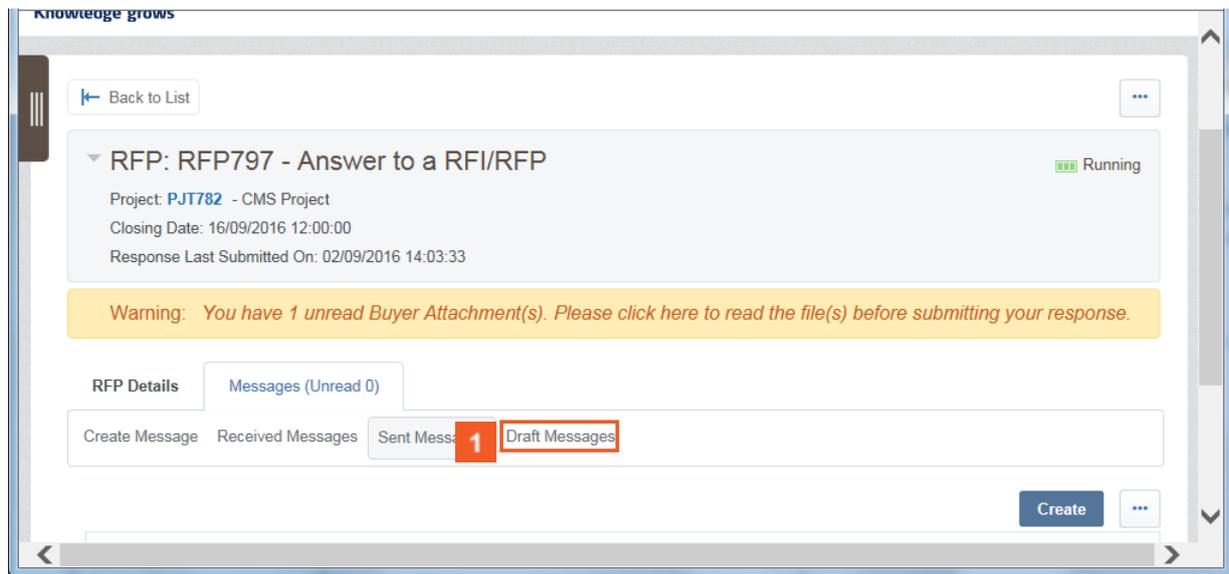
1 Or have a look at your **Received Messages**.



1 You can view all your **Sent Messages**.

CMS documentation for suppliers

Answering RFI or RFP



1 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/
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