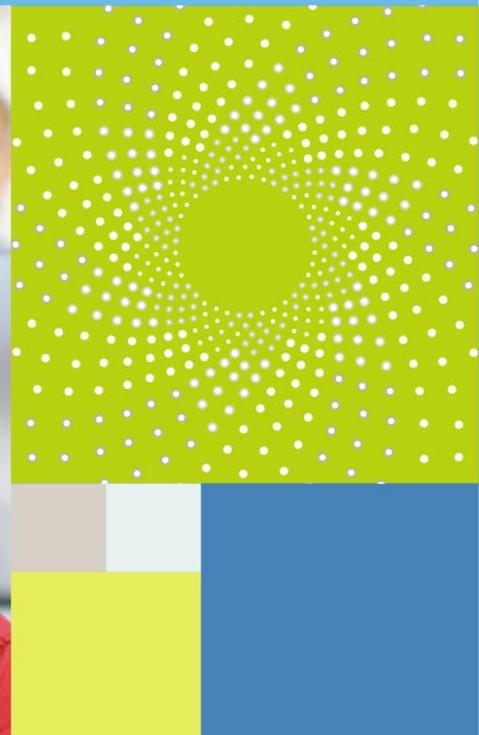




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View Contracts



1. Learning objectives

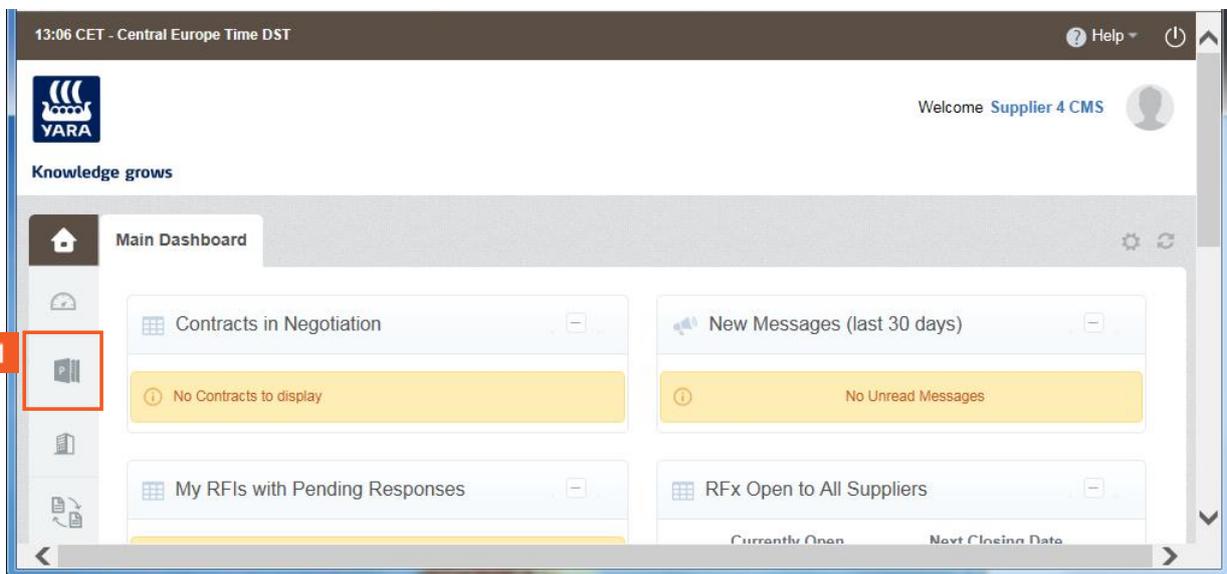
In this documentation “View Contracts”, you will

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

2. Process description

A. How to access a contract

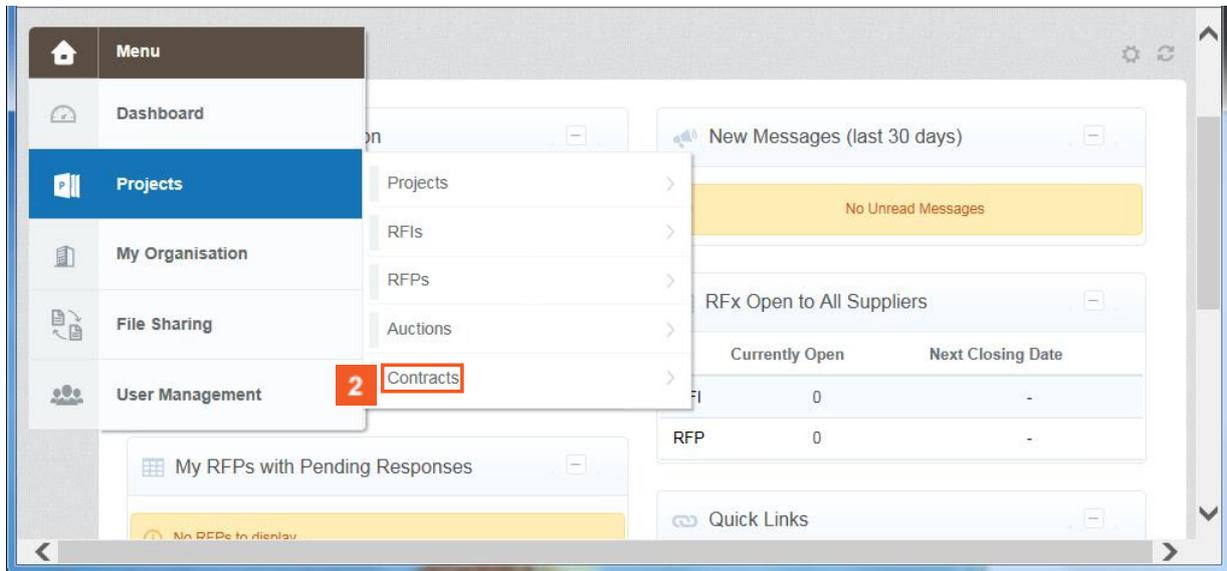
 CMS is a powerful tool that gathers all the contracts you have with Yara in one shared central repository.



1 You can access your contracts by clicking on **Projects...**

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View Contracts



2 And then clicking on **Contracts > My Contracts**

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View Contracts

13:07 CET - Central Europe Time DST

Help

Welcome Supplier 4 CMS

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My Contracts

Filter By: All Contracts

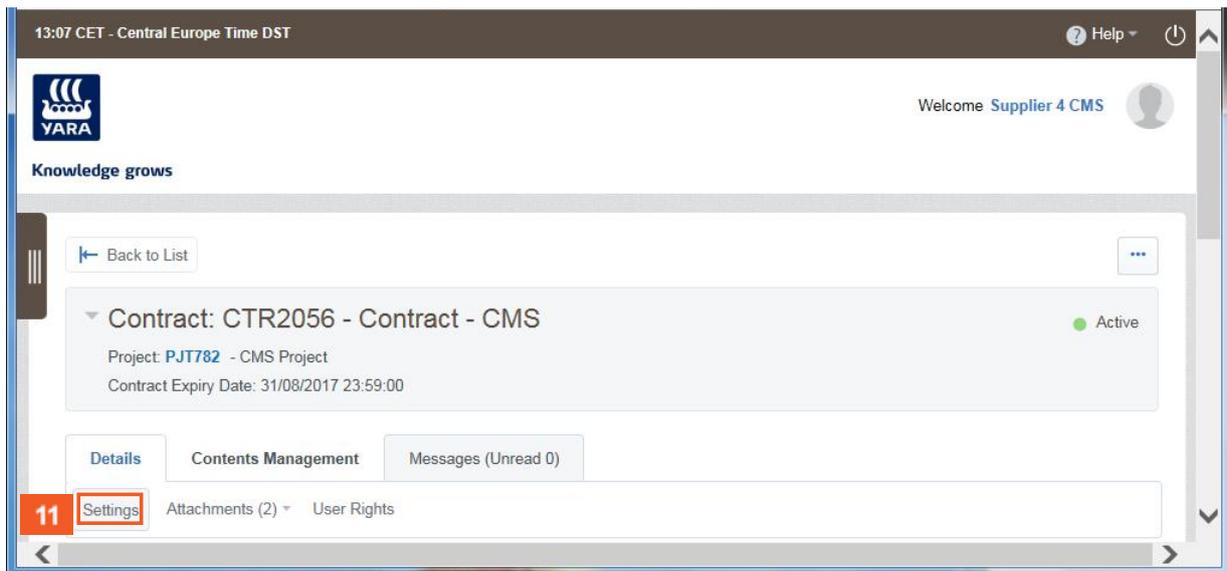
	3 Contract Code	4 Title	5 Organisation Name	6 Reference	7 Start / Signature Date	8 End / Delivery Date	9 Status
1	CTR2056	10 Contract - CMS	Yara Principal Division		26/08/2016	31/08/2017	Active

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.

- 10 To access a specific contract, click on its link.

B. Structure of a contract in CMS

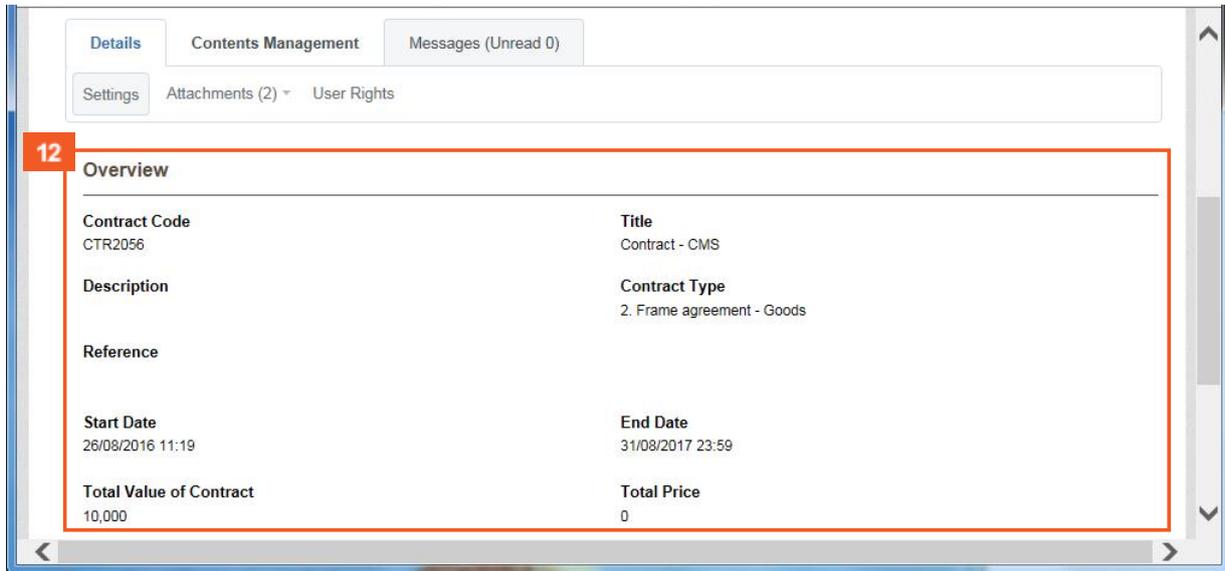


Let's have a look at how a contract is structured in CMS.

11 Click on the **Settings** area under the Details tab to access the Settings of the contract.

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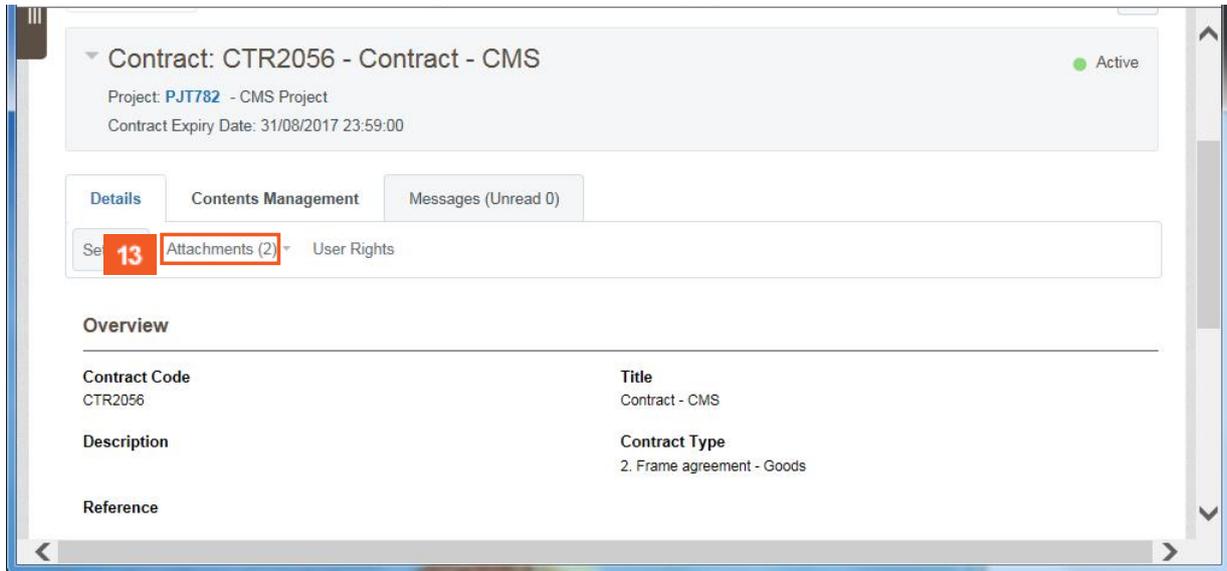
The screenshot displays a web interface for viewing contract details. At the top, there are tabs for 'Details', 'Contents Management', and 'Messages (Unread 0)'. Below these are 'Settings', 'Attachments (2)', and 'User Rights'. A red box highlights the 'Overview' section, which contains the following information:

Contract Code CTR2056	Title Contract - CMS
Description	Contract Type 2. Frame agreement - Goods
Reference	
Start Date 26/08/2016 11:19	End Date 31/08/2017 23:59
Total Value of Contract 10,000	Total Price 0

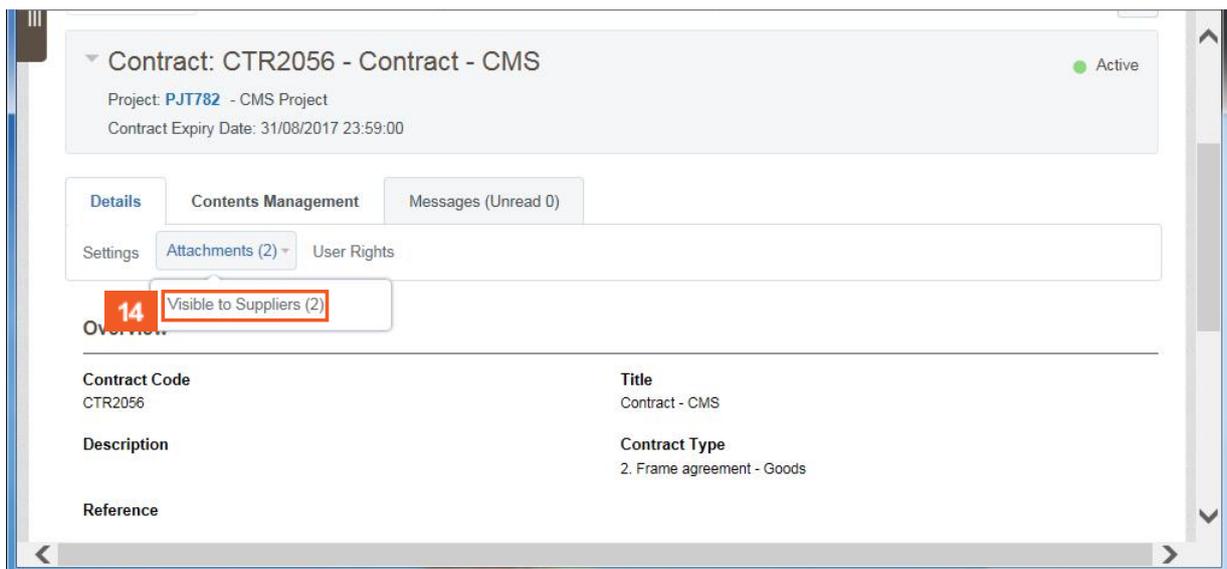
- ☞ The settings are used to configure the properties of the contract and record important information about it.

CMS documentation for suppliers

View Contracts



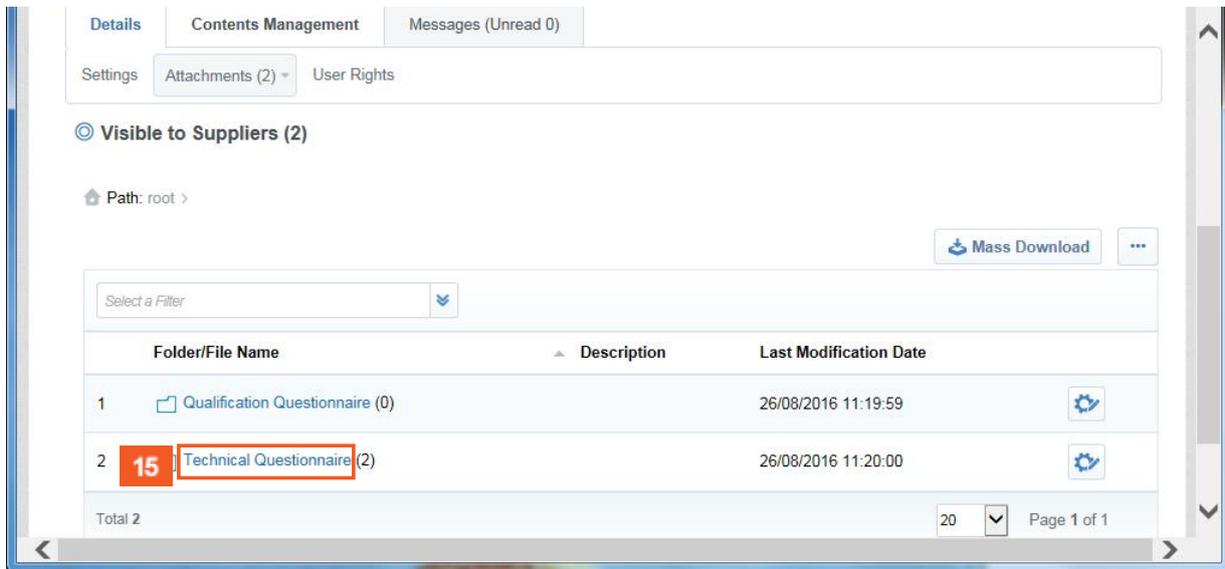
13 Click on the **Attachments** area to access the files saved in the contract.



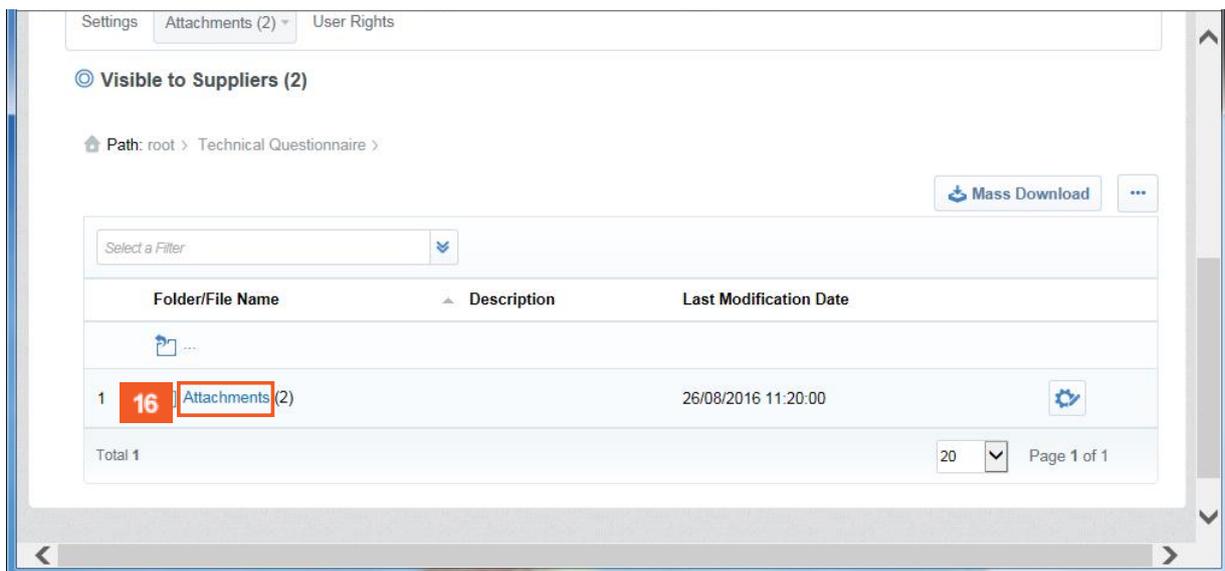
14 Click on the **Visible to Supplier (2)** button to access files shared with the supplier.

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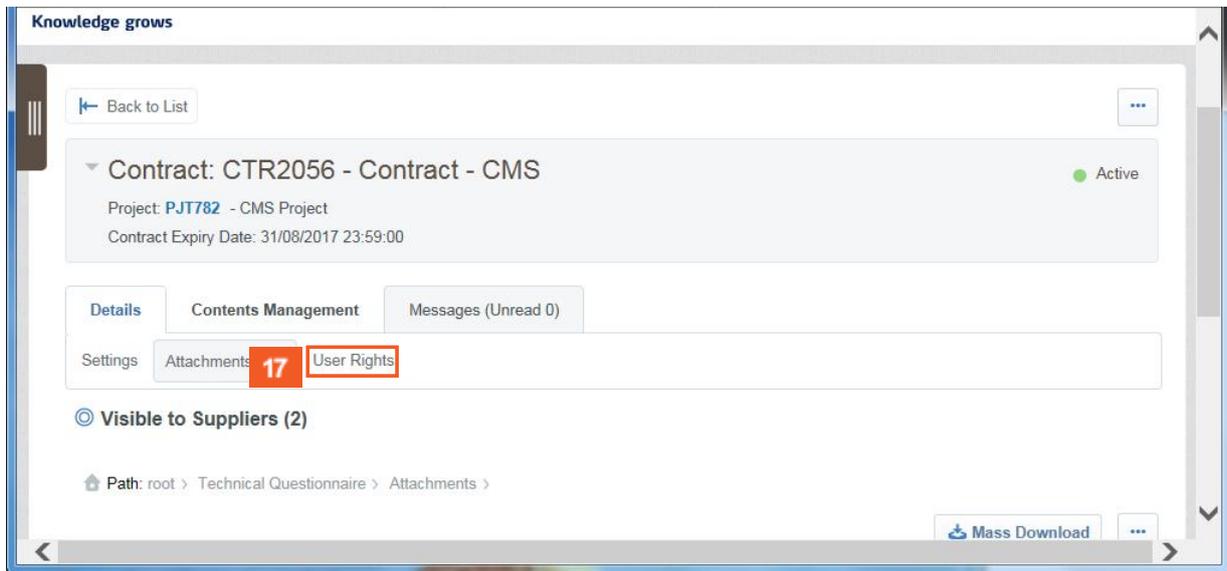
15 Open a folder by clicking on the hyperlink.



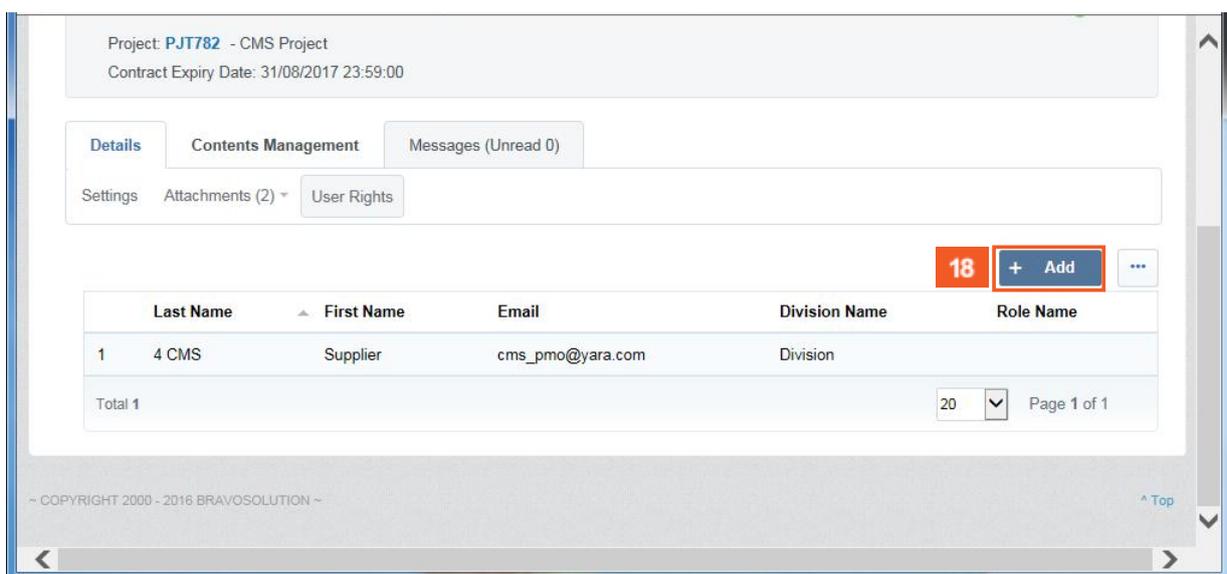
16 Open a file by clicking on the hyperlink

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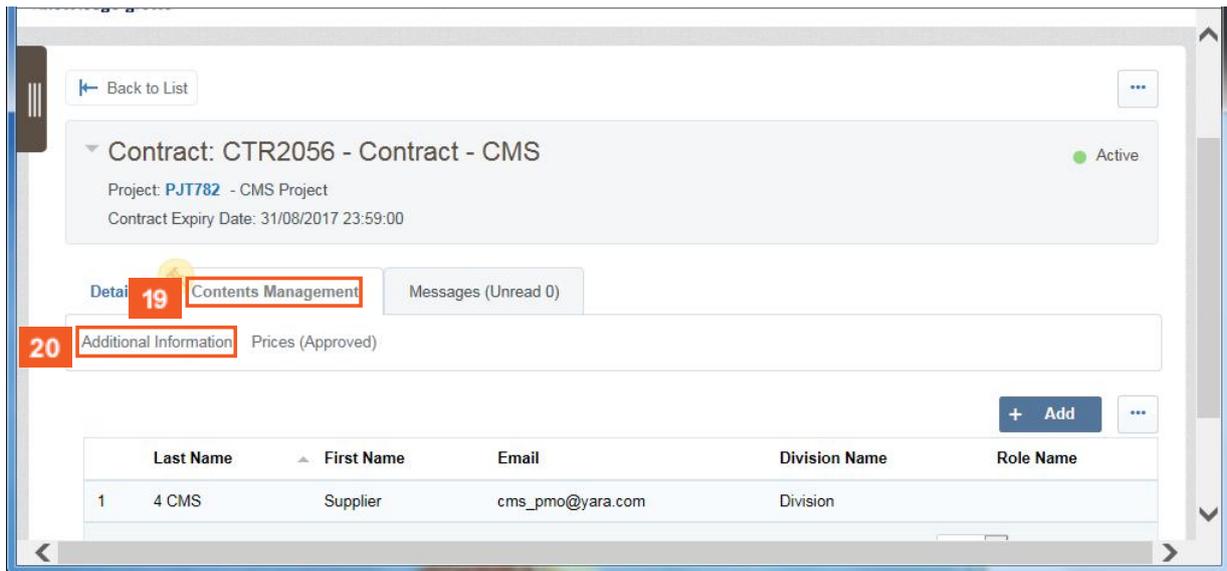
17 The **User Rights** area allows you to select other users in your organization to assign permission to access this contract.



18 Click on the **Add** button to add additional users.

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19 Click on the **Content Management** tab to access sub areas.

20 Click on the **Additional Information** area to access the Additional Information area.

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Contract: CTR2056 - Contract - CMS Active

[← Back to List](#) of application « Please, choose one or several relevant segments(s) » Production ⋮

PRODUCTION PLANTS - ALL REGIONS		
Production plants	Please, select one or several relevant plant(s) from the list this contract is applicable for	SLU1-Yara Sluiskil B.V.

GENERAL INFORMATION - PEOPLE		
Supplier signatory of the contract	* Please, indicate the representative signatory on supplier side	John Jones
Buyer signatory of the contract	* Please, indicate the representative signatory on buyer side	Yara representative
Technical owner	Please, precize contract technical owner	

GENERAL INFORMATION - CONTRACT LIFECYCLE		
Contract signature date	* Please, indicate contract signature date	26/08/2016

☰ The Additional Information are basic information about the contract such as the Supplier and Buyer Signatory of the Contract, the payment conditions and Incoterms,..

13:09 CET - Central Europe Time DST Help ⌵ ⏻

Welcome **Supplier 4 CMS**

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[← Back to List](#) ⋮

Contract: CTR2056 - Contract - CMS Active

Project: **PJT782** - CMS Project
Contract Expiry Date: 31/08/2017 23:59:00

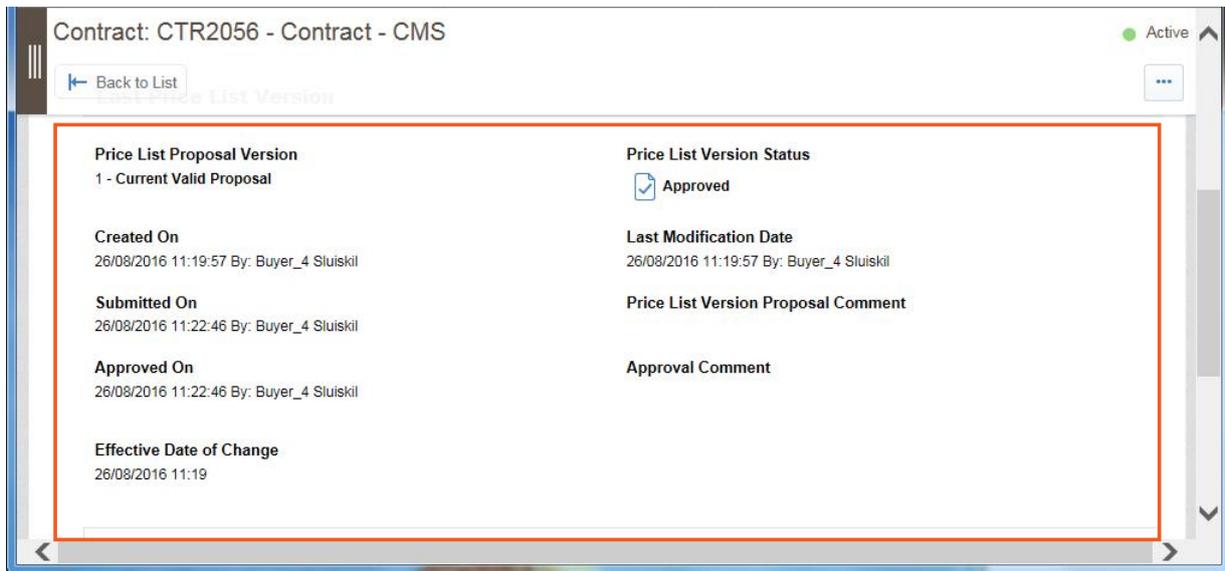
Details **Contents Management** Messages (Unread 0)

Additional Information **22** **Prices (Approved)**

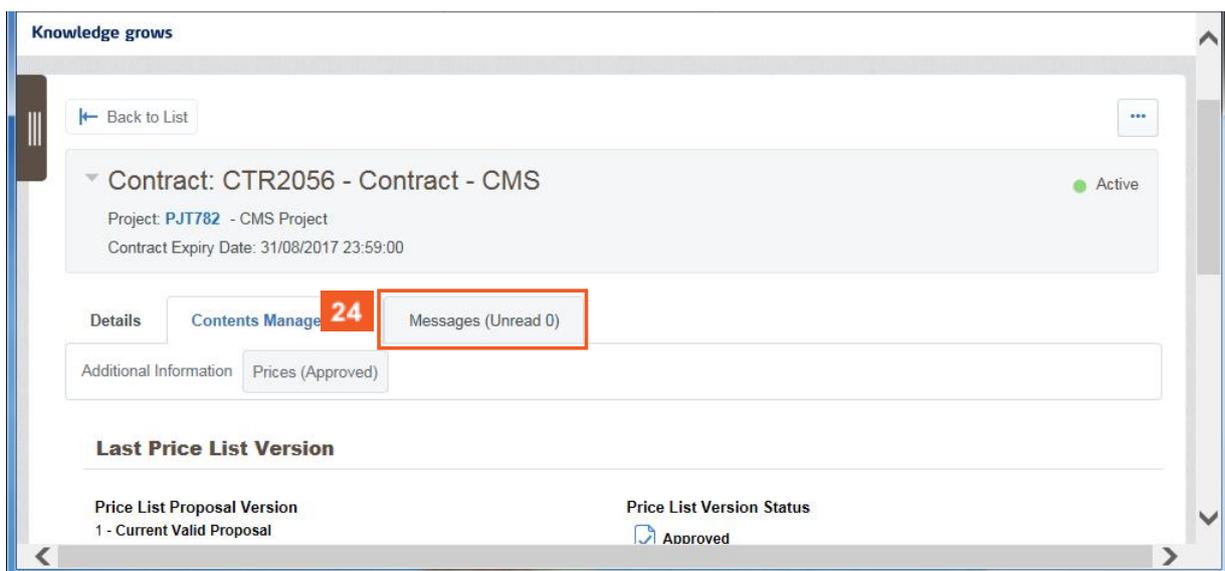
22 Click on the **Prices** area to access the price list.

CMS documentation for suppliers

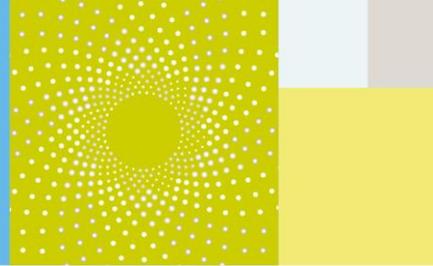
View Contracts



- ☰ The Price List contains pricing information about commercial items that the supplier can share with the buyer.



- 24** 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*
 - ① *From abroad: + 33 1 46 09 56 72*

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