

LOG IN TO THE CONSULTANT MANAGEMENT SYSTEM (CMS)

1. Log in to the Consultant’s portal of the Consultant Management System (CMS) at <http://cms.adb.org>.
2. Enter your Oracle user name and password to access the CMS Dashboard.
3. If an offer has been sent, one of the action items on the CMS Dashboard should read Offer Sent.

ADB Consultant Management System

Home Logout Preferences

Dashboard Profile Opportunities Non-Committal Inquiries **Negotiations** Contracts Post Assignment Questionnaires

TIP The Dashboard serves as a convenient starting point to directly access pending CMS tasks and online help and references. Please remember to **save your data every 15 minutes to avoid losing changes** due to system timeout. For inquiries, contact cmshelp@adb.org.

Date	Type	Project	Status	Go To Task
07-Mar-2015	Negotiation 585858-01	TA-5757 INO: Local Government Finance and Governance Reform - Public Finance Management Expert (National) (2221-022)	Offer Sent	

References

- [Guidelines on the Use of Consultants](#)
- [Project Administration Instructions](#)
- [Consulting Services Operations Manual](#)

Quick Reference Guides

- [CMS Basics](#)
- [Searching Opportunities and Submitting EOIs](#)
- [Responding to Non-Committal Inquiries](#)
- [Negotiating Contracts for Consultants](#)
- [Adding and Modifying Payment Information](#)

Trainings

- [Video: Responding to Non-Committal Inquiries for Individual Consultants in CMS](#)

4. Click either on the project link or the Go To Task icon.
5. You will be taken to the Negotiations tab, to the specific negotiations record referred to in the Action Item you selected.
6. Go over the contract attachments provided. Click on the links to view the contents.

Dashboard Profile Opportunities Non-Committal Inquiries **Negotiations** Contracts Post Assignment Questionnaires

Negotiations for TA-5757 INO: Local Government Finance and Governance Reform (National) (2221-022)

Status: **Offer Sent** Submit Save Revert Back

TIP Once you have read and reviewed the contract attachments, you may complete all required forms and upload it at the Negotiations Attachments section below. Use the Messages section to send and receive messages regarding the negotiations. Once you have made a final decision, indicate your response in the corresponding section below then Submit it to ADB. (PAI 2.04, Part J.b)

Contract Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
TA-5757 105105-S70101 CTL Guidelines.pdf	File	CTL Guidelines	CTL-Billing	CJUCABAN	11-Feb-2015		
105105-S70101.pdf	File	Letter and Contract	Contract-Indv	EAYSON	11-Feb-2015		
Global Group Insurance Policy for Consultants(http://www.adb.org)	Web Page	Global Group Insurance Policy for Consultants	GGIPC	SYSADMIN	04-Feb-2015		

7. Once the required documents have been readied, click the **Add Attachment** button to upload them to CMS.
8. If the document you are attaching is the Confirmation of Acceptance, do not forget to assign the proper document category while in the **Add Attachment** screen.

Negotiations Attachments

Add Attachment ← 7

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
Confirmation of Acceptance	File		Confirmation of Acceptance	1000000000@MAIL.COM	13-Feb-2015		

9. Correspondence regarding the offer should be conducted via the **Messages and Clarifications** section on the same screen. Click on **New Message** to initiate a message or request for clarification of your own.

Messages and Clarifications

New Message ← 9

Sender	Organization	Subject	Date	Reply
Nikki Saliste	Asian Development Bank	submission of acceptance thru CMS	13-Mar-2015 10:35:51	

10. Indicate your response from the options on the left side.

Response to Offer Letter

Still reviewing the Offer
 Yes, I accept the offer

Payment Information (as specified in your CMS Registration)

Currency	Method	Account Name	Bank	Branch	Status	Details
USD	ELECTRONIC				✓ Active	11

No, I reject the offer
 Reason for rejection:
 Other reasons: 12

Submit **Save** **Revert** **Back**

11. If the offer is accepted but there are missing payment information details, it will have to be supplied by clicking on the **Details** icon.
12. **Save** the record, then **Submit** your response when ready to do so.