

RESPONDING TO OFFER LETTERS FOR RESOURCE PERSONS

In this guide, you will learn how to use the Consultant Management System (CMS) to respond to the offer.

1. Log in to the system. Enter your **Username** and **Password** and click the **Login** button.

2. Upon logging in to CMS, you will be directed to your Dashboard. Under Action Items, look for the item with a status of **Offer Sent**. To open, you may either click the **Go to Task** icon or the **Project** title.

Date	Type	Project	Status	Go To Task
20-Jan-2015	Profile		For Update	
02-Apr-2014	Offer Letter for Selection		Offer Sent	

3. Review the **Offer Letter and Contract** found under the Contract Attachments section.

Title	Type	Description
Offer Letter - [redacted].pdf	File	Offer Letter
Guidelines on the use of Consultants by ADB and its Borrowers (http://www.adb....)	Web Page	Guidelines on the use of Consultants by ADB and its Borrowers
TOR printable page(https://uxdmz06	Web Page	TOR printable page

4. Choose your response under the **Response to Offer Letter** Section.

5. If your response is No, select the **No, I reject the Offer** radio button.
 - a. Choose your **Reason for rejection** from the drop-down list.
 - b. Enter your **Other reasons**, if any.
 - c. Click the **Submit** button.

NOTES
