

Submission of Deliverables

The steps below describe how to upload required deliverables in CMS for project team receipt and endorsement:

1. Click the **Contracts** tab to be shown a list of all your ADB staff consulting contracts.

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Contracts

TIP Use the search filters below to look for your **Staff Consulting Contract (SC)**. To view all SC Contracts where you are a team member, leave the filters blank and click "Go".

Note that only Staff Consulting Contracts will be displayed in this screen. Other Consulting Assignment Contracts (TAs, grants, and loans) continue to be maintained outside of CMS. If the SC Contract cannot be found, please contact cmshelp@adb.org.

Search

Title

Go Clear

Contract Number	Project Type	Project Number	Approval Number	Country	Title	Contract Amount Status
139943	SC	110079		PHI	Energy Specialist	USD 27,669 Active

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2. Click on the **Contract Number** of the contract for which you will be submitting a deliverable.
3. Click **Deliverables** to be shown the screen displaying all deliverables agreed upon contractually or those specified in the most recent contract variation, if applicable.

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Contract 139943-A50000: SC 110079 PHI: Energy Specialist
Status: Active

TIP View the list of deliverables for this contract. The list is based on what is agreed upon during Negotiations and any subsequent additions or modifications resulting from contract variations.
Click the View icon to see information on the deliverable as well as to attach and submit the deliverable.

Deliverables ⓘ

Name	Type	Due Date	Date Submitted	Status	Date Accepted	View
Inception Report	Report			Not Submitted		
Interim Report	Report			Not Submitted		
Draft Final Report	Report			Not Submitted		
Final Report	Final Report			Not Submitted		

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4. Click the **View** icon of a deliverable to see specific details regarding it.

- If the deliverable is ready for submission, click **Add Attachment**.

Contract 139943-A50000: SC 110079 PHI: Energy Specialist
 Status: Not Submitted

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

TIP This is the default status of a deliverable as well as the status in the event the deliverable has been rejected upon review by the project team.

Deliverable

Name: **Inception Report** Status: **Not Submitted**
 Due Date: Date Submitted
 Note: Date Accepted

Attachments

Add Attachment (5)

Title	Type	Description	Category	Last Updated By	Last Updated	Update
No results found.						

- Supply a title and optional description for the deliverable to be uploaded.

Add Attachment

Cancel **Add Another** **Apply**

Attachment Summary Information (6)

Title: [Text Field]

Description: [Text Area]

Category: Deliverable (7)

- Keep the file **Category** as *Deliverable*. Another available option for **Category** is *Others*, for related documents that need to be sent to the project team.
- Navigate to the location of the deliverable using **Browse**.

Define Attachment

Note: Only files with the following extensions can be attached: .doc, .docx, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .xls, .xlsx, .zip, .zipx

Type: File URL Text

[Text Field] **Browse...** (8)

- Click **Apply** to upload the deliverable and return to the previous screen. Alternatively, click **Add Another** to upload an additional document.

Cancel **Add Another** **Apply** (9)

Each uploaded deliverable has a maximum file size of 5 MB. Larger files cannot be submitted.

If the deliverable file size exceeds this cap, set the attachment type as *Text* (instead of *File*) and state that the actual deliverable will be sent via email to the project team.



You can set the attachment type to *URL* (instead of *File* or *Text*) and indicate the link to an online copy of the deliverable.

10. A confirmation message appears upon the successful uploading of the document.

Confirmation
This deliverable has been submitted successfully. You may now logout and close the system, or click the Dashboard tab to work on more action items.

Contract 139943-A50000: SC 110079 PHI: Energy Specialist
Status: Approving Deliverable

Back

TIP The deliverable has been submitted and in the process of being reviewed by the project team for acceptance.

Deliverable

Name	Inception Report	Status	Approving Deliverable
Due Date		Date Submitted	02-Aug-2018
Note		Date Accepted	

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Update
Inception report	File		Deliverable	INDCON3@EMAIL.COM	02-Aug-2018	

11. Click **Back**.

12. Check the **Status** column to review whether submitted deliverables have been accepted.

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Contract 139943-A50000: SC 110079 PHI: Energy Specialist
Status: Active

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Deliverables

Name	Type	Due Date	Date Submitted	Status	Date Accepted	View
Inception Report	Report		02-Aug-2018	Accepted	02-Aug-2018	
Interim Report	Report		02-Aug-2018	Approving Deliverable		
Draft Final Report	Report			Not Submitted		
Final Report	Final Report			Not Submitted		

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The Project Team receives an email notification upon submission of the deliverable and an Action item is added to their CMS dashboard. The project lead may either *Endorse/Approve* or *Return* the deliverable. If returned, you will receive an email notification along with a corresponding action item on your CMS Dashboard. In such cases, you can always upload the revised version and resubmit the deliverable.