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CIPS L5M4 Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">Understand and apply the concept of strategic sourcing: This section of the exam measures the skills of procurement and supply chain managers and covers the strategic considerations behind sourcing decisions. It includes an assessment of market factors such as industry dynamics, pricing, supplier financials, and ESG concerns. The section explores sourcing options and trade-offs, such as contract types, competition, and supply chain visibility.

Topic 2	<ul style="list-style-type: none"> Understand and apply tools and techniques to measure and develop contract performance in procurement and supply: This section of the exam measures the skills of procurement and supply chain managers and covers how to apply tools and key performance indicators (KPIs) to monitor and improve contract performance. It emphasizes the evaluation of metrics like cost, quality, delivery, safety, and ESG elements in supplier relationships. Candidates will explore data sources and analysis methods to improve performance, including innovations, time-to-market measures, and ROI.
Topic 3	<ul style="list-style-type: none"> Analyse and apply financial and performance measures that can affect the supply chain: This section of the exam measures the skills of procurement and supply chain managers and covers financial and non-financial metrics used to evaluate supply chain performance. It addresses performance calculations related to cost, time, and customer satisfaction, as well as financial efficiency indicators such as ROCE, IRR, and NPV. The section evaluates how stakeholder feedback influences performance and how feedback mechanisms can shape continuous improvement.
Topic 4	<ul style="list-style-type: none"> Understand and apply financial techniques that affect supply chains: This section of the exam measures the skills of procurement and supply chain managers and covers financial concepts that impact supply chains. It explores the role of financial management in areas like working capital, project funding, WACC, and investment financing. The section also examines how currency fluctuations affect procurement, including the use of foreign exchange tools like forward contracts and derivative instruments.

CIPS Advanced Contract & Financial Management Sample Questions (Q24-Q29):

NEW QUESTION # 24

XYZ Ltd is a retail organization that is conducting a competitive benchmarking project. What are the advantages and disadvantages of this? (25 points)

Answer:

Explanation:

See the answer in Explanation below:

Explanation:

Competitive benchmarking involves XYZ Ltd comparing its performance with a rival retailer. Below are the advantages and disadvantages, explained step-by-step:

* Advantages

* Identifies Competitive Gaps

* Step 1: ComparisonXYZ assesses metrics like pricing, delivery speed, or customer service against a competitor.

* Step 2: OutcomeHighlights areas where XYZ lags (e.g., slower delivery), driving targeted improvements.

* Benefit:Enhances market positioning

* Drives Performance Improvement

* Step 1: LearningAdopting best practices from competitors (e.g., efficient inventory management).

* Step 2: OutcomeBoosts operational efficiency and customer satisfaction.

* Benefit:Strengthens competitiveness in retail.

* Market Insight

* Step 1: AnalysisProvides data on industry standards and trends.

* Step 2: OutcomeInforms strategic decisions (e.g., pricing adjustments).

* Benefit:Keeps XYZ aligned with market expectations.

* Disadvantages

* Data Access Challenges

* Step 1: LimitationCompetitors may not share detailed performance data.

* Step 2: OutcomeRelies on estimates or public info, reducing accuracy.

* Drawback:Limits depth of comparison.

* Risk of Imitation Over Innovation

* Step 1: FocusCopying rivals may overshadow unique strategies.

* Step 2: OutcomeXYZ might lose differentiation (e.g., unique branding).

* Drawback:Stifles originality.

* Resource Intensive

* Step 1: EffortRequires time, staff, and costs to gather and analyze data.

* Step 2: OutcomeDiverts resources from other priorities.

* Drawback:May strain operational capacity.

Exact Extract Explanation:

The CIPS L5M4 Study Guide discusses competitive benchmarking:

* Advantages:"It identifies gaps, improves performance, and provides market insights" (CIPS L5M4 Study Guide, Chapter 2, Section 2.6).

* Disadvantages:"Challenges include limited data access, potential over-reliance on imitation, and high resource demands" (CIPS L5M4 Study Guide, Chapter 2, Section 2.6). This is key for retail procurement and financial strategy. References: CIPS L5M4 Study Guide, Chapter 2: Supply Chain Performance Management.=====

NEW QUESTION # 25

ABC Ltd is a manufacturing organization which operates internationally and buys materials from different countries. Discuss three instruments in foreign exchange that ABC could use (25 points)

Answer:

Explanation:

See the answer in Explanation below:

Explanation:

ABC Ltd, operating internationally, faces foreign exchange (FX) risks due to currency fluctuations. Below are three FX instruments it can use, detailed step-by-step:

* Forward Contracts

* Step 1: Understand the ToolA binding agreement to buy or sell a currency at a fixed rate on a future date.

* Step 2: ApplicationABC agrees with a bank to lock in an exchange rate for a material purchase in 6 months.

* Step 3: OutcomeProtects against adverse currency movements, ensuring cost predictability.

* Use for ABC: Ideal for planning payments in volatile markets like the Euro or Yen.

* Currency Options

* Step 1: Understand the ToolA contract giving the right (not obligation) to buy/sell currency at a set rate before a deadline.

* Step 2: ApplicationABC buys an option to purchase USD at a fixed rate, exercising it if rates worsen.

* Step 3: OutcomeOffers flexibility to benefit from favorable rates while capping losses.

* Use for ABC: Useful for uncertain material costs in fluctuating currencies.

* Currency Swaps

* Step 1: Understand the ToolAn agreement to exchange principal and interest payments in one currency for another.

* Step 2: ApplicationABC swaps GBP loan payments for USD to match revenue from US sales, funding material purchases.

* Step 3: OutcomeAligns cash flows with currency needs, reducing FX exposure.

* Use for ABC: Effective for long-term international contracts or financing.

Exact Extract Explanation:

The CIPS L5M4 Study Guide discusses FX instruments for managing international transactions:

* Forward Contracts:"Forwards fix exchange rates, providing certainty for future payments" (CIPS L5M4 Study Guide, Chapter 5, Section 5.2).

* Currency Options:"Options offer protection with the flexibility to capitalize on favorable rate changes" (CIPS L5M4 Study Guide, Chapter 5, Section 5.3).

* Currency Swaps:"Swaps manage long-term FX risks by aligning cash flows across currencies" (CIPS L5M4 Study Guide, Chapter 5, Section 5.4). These tools are vital for ABC's global procurement stability. References: CIPS L5M4 Study Guide, Chapter 5: Managing Foreign Exchange Risks.

NEW QUESTION # 26

What are KPIs and why are they used? Give examples.

Answer:

Explanation:

See the answer in Explanation below:

Explanation:

Key Performance Indicators (KPIs) are quantifiable metrics used to evaluate the success of an organization, project, or individual in meeting predefined objectives. Within the scope of the CIPS L5M4 Advanced Contract and Financial Management module, KPIs play a pivotal role in monitoring and managing contract performance, ensuring financial efficiency, and delivering value for money. They provide a structured framework to assess whether contractual obligations are being fulfilled and whether financial and

operational goals are on track. KPIs are used to enhance transparency, foster accountability, support decision-making, and drive continuous improvement by identifying strengths and weaknesses in performance. Below is a detailed step-by-step solution:

* Definition of KPIs:

- * KPIs are specific, measurable indicators that reflect progress toward strategic or operational goals.
- * They differ from general metrics by being directly tied to critical success factors in a contract or financial context.

* Characteristics of Effective KPIs:

- * Specific: Clearly defined to avoid ambiguity (e.g., "on-time delivery" rather than "good service").
- * Measurable: Quantifiable in numerical terms (e.g., percentage, cost, time).
- * Achievable: Realistic within the contract's scope and resources.
- * Relevant: Aligned with the contract's purpose and organizational goals.
- * Time-bound: Measured within a specific timeframe (e.g., monthly, quarterly).

* Why KPIs Are Used:

- * Performance Monitoring: Track supplier or contractor adherence to agreed terms.
- * Risk Management: Identify deviations early to mitigate potential issues (e.g., delays or cost overruns).
- * Financial Control: Ensure budgets are adhered to and cost efficiencies are achieved.
- * Accountability: Hold parties responsible for meeting agreed standards.
- * Continuous Improvement: Provide data to refine processes and enhance future contracts.

* Examples of KPIs:

- * Operational KPI: Percentage of On-Time Deliveries- Measures the supplier's ability to deliver goods or services within agreed timelines (e.g., 98% of shipments delivered on schedule).
- * Financial KPI: Cost Variance- Compares actual costs to budgeted costs (e.g., staying within 5% of the allocated budget).
- * Quality KPI: Defect Rate- Tracks the proportion of defective items or services (e.g., less than 1% defects in a production batch).
- * Service KPI: Response Time- Evaluates how quickly a supplier addresses issues (e.g., resolving complaints within 24 hours).
- * Sustainability KPI: Carbon Footprint Reduction- Measures environmental impact (e.g., 10% reduction in emissions from logistics).

Exact Extract Explanation:

The CIPS L5M4 Advanced Contract and Financial Management study guide positions KPIs as a cornerstone of effective contract management. According to the guide, KPIs are "quantifiable measures that allow organizations to assess supplier performance against contractual obligations and financial targets." They are not arbitrary metrics but are carefully selected to reflect the contract's priorities, such as cost efficiency, quality, or timely delivery. The guide stresses that KPIs must be agreed upon by all parties during the contract negotiation phase to ensure mutual understanding and commitment.

* Detailed Purpose:

- * Monitoring and Evaluation: Chapter 2 of the study guide explains that KPIs provide "a systematic approach to monitoring performance," enabling managers to track progress in real-time and compare it against benchmarks. For example, a KPI like "percentage of invoices paid on time" ensures financial discipline.
- * Decision-Making: KPIs offer data-driven insights, allowing contract managers to decide whether to escalate issues, renegotiate terms, or terminate agreements. The guide notes, "KPIs highlight variances that require corrective action."
- * Value for Money: The financial management aspect of L5M4 emphasizes KPIs as tools to ensure contracts deliver economic benefits. For instance, a KPI tracking "total cost of ownership" helps assess long-term savings beyond initial costs.
- * Risk Mitigation: By setting thresholds (e.g., maximum acceptable delay), KPIs act as early warning systems, aligning with the guide's focus on proactive risk management.

* Practical Application:

- * The guide provides examples like "schedule performance index" (SPI), which measures progress against timelines, and "cost performance index" (CPI), which evaluates budget efficiency. These are often expressed as ratios (e.g., SPI > 1 indicates ahead of schedule).
- * Another example is "service level agreements" (SLAs), where KPIs such as "uptime percentage" (e.g., 99.9% system availability) are critical in IT contracts.

* In a procurement context, KPIs like "supplier lead time" (e.g., goods delivered within 7 days) ensure supply chain reliability.

* Why They Matter:

- * The study guide underscores that KPIs bridge the gap between contract terms and actual outcomes. They transform abstract goals (e.g., "improve quality") into concrete targets (e.g., "reduce defects by 15%"). This alignment is vital for achieving strategic objectives, such as cost reduction or customer satisfaction.
- * KPIs also facilitate stakeholder communication by providing a common language to discuss performance. For instance, a KPI report showing "90% compliance with safety standards" reassures clients and regulators alike.

* Broader Implications:

- * In complex contracts, KPIs may be tiered (e.g., primary KPIs for overall success and secondary KPIs for specific tasks). The guide advises balancing quantitative KPIs (e.g., cost savings) with qualitative ones (e.g., customer feedback scores) to capture a holistic view.

* Regular review of KPIs is recommended to adapt to changing circumstances, such as market fluctuations or new regulations, ensuring they remain relevant throughout the contract lifecycle.

NEW QUESTION # 27

Describe the principles of Simultaneous Engineering (25 marks)

Answer:

Explanation:

See the answer in Explanation below.

Explanation:

Simultaneous Engineering (SE), also known as Concurrent Engineering, is a systematic approach to product development where multiple stages of design, manufacturing, and related processes are conducted concurrently rather than sequentially. In the context of the CIPS L5M4 Advanced Contract and Financial Management study guide, SE is a strategy to optimize efficiency, reduce costs, and enhance collaboration between buyers and suppliers in contract execution. Below is a detailed step-by-step explanation of its principles:

* Concurrent Task Execution:

* Description: Activities such as design, testing, and production planning occur simultaneously rather than in a linear sequence.

* Purpose: Speeds up the development process and reduces time-to-market by overlapping tasks that traditionally follow one another.

* Example: Engineers design a product while production teams prepare manufacturing setups concurrently, rather than waiting for the design to be fully completed.

* Benefit: Accelerates project timelines, aligning with financial goals of minimizing delays and associated costs.

* Cross-Functional Collaboration:

* Description: Involves integrating multidisciplinary teams (e.g., design, engineering, procurement, suppliers) from the outset of the project.

* Purpose: Ensures all perspectives are considered early, minimizing errors, miscommunication, and rework later in the process.

* Example: A procurement team collaborates with designers to ensure material choices are cost-effective and available, while manufacturing flags potential production challenges.

* Benefit: Enhances decision-making quality and reduces costly downstream adjustments.

* Early Supplier Involvement:

* Description: Suppliers are engaged at the start of the project to contribute expertise and align their capabilities with design and production requirements.

* Purpose: Improves manufacturability, reduces lead times, and ensures supplier processes are integrated into the project plan.

* Example: A supplier suggests alternative materials during the design phase to improve durability and lower costs.

* Benefit: Strengthens buyer-supplier relationships and aligns with L5M4's focus on collaborative contract management.

* Iterative Feedback and Continuous Improvement:

* Description: Feedback loops are built into the process, allowing real-time adjustments based on testing, supplier input, or production insights.

* Purpose: Identifies and resolves issues early, ensuring the final product meets quality and cost targets.

* Example: Prototype testing reveals a design flaw, which is corrected before full-scale production begins.

* Benefit: Reduces waste and rework, supporting financial efficiency objectives.

* Use of Technology and Tools:

* Description: Leverages advanced tools like Computer-Aided Design (CAD), simulation software, and project management systems to facilitate concurrent work.

* Purpose: Enables real-time data sharing and coordination across teams and locations.

* Example: A shared CAD platform allows designers and suppliers to collaborate on a 3D model simultaneously.

* Benefit: Enhances accuracy and speeds up communication, reducing project costs and risks.

Exact Extract Explanation:

The CIPS L5M4 Advanced Contract and Financial Management study guide does not explicitly dedicate a section to Simultaneous Engineering, but its principles align closely with the module's emphasis on efficient contract execution, supplier collaboration, and financial optimization. SE is implicitly referenced in discussions of "collaborative approaches" and "process efficiency" within supplier management and project delivery. The guide underscores the importance of integrating suppliers into contract processes to achieve value for money, a goal SE directly supports.

* Principle 1: Concurrent Task Execution:

* The guide highlights the need to "minimize delays in contract delivery" (Chapter 2), which SE achieves by overlapping tasks. This reduces the overall project timeline, a key financial consideration as prolonged timelines increase labor and overhead costs.

* Context: For example, in a construction contract, designing the building while sourcing materials concurrently avoids sequential bottlenecks.

* Principle 2: Cross-Functional Collaboration:

* Chapter 2 emphasizes "team-based approaches" to ensure contract success. SE's cross-functional principle mirrors this by uniting diverse stakeholders early. The guide notes that "effective communication reduces risks," which SE facilitates through integrated teams.

* Financial Link: Early collaboration prevents costly redesigns, aligning with L5M4's focus on cost control.

* Principle 3: Early Supplier Involvement:

* The guide advocates "supplier integration into the planning phase" to leverage their expertise (Chapter 2). SE formalizes this by involving suppliers from day one, ensuring their capabilities shape the project.

* Example: A supplier's early input on a component's feasibility avoids later supply chain disruptions, reducing financial penalties or delays.

* L5M4 Relevance: This supports the module's theme of building strategic supplier relationships to enhance contract outcomes.

* Principle 4: Iterative Feedback and Continuous Improvement:

* The study guide stresses "proactive risk management" and "continuous monitoring" (Chapter 2).

SE's feedback loops align with this by catching issues early, such as a design flaw that could inflate production costs if undetected.

* Financial Benefit: Early corrections minimize waste, supporting the guide's focus on achieving value for money.

* Principle 5: Use of Technology and Tools:

* While not explicitly detailed in L5M4, the guide references "modern tools" for managing contracts efficiently (Chapter 4). SE's reliance on technology like CAD or project management software enhances coordination, a principle that reduces errors and costs.

* Example: Real-time updates via software ensure all parties work from the same data, avoiding misaligned efforts that could increase expenses.

* Broader Implications:

* SE aligns with L5M4's financial management goals by reducing time-to-market (lowering holding costs), improving quality (reducing defects), and optimizing resources (cutting waste).

* It fosters a partnership approach, a recurring theme in the guide, where buyers and suppliers share risks and rewards. For instance, a shorter development cycle might allow both parties to capitalize on market opportunities sooner.

* The guide's focus on "whole-life costing" is supported by SE, as early collaboration ensures long-term cost efficiency (e.g., designing for maintainability).

* Practical Application:

* In a contract for a new product, SE might involve designers, suppliers, and production teams agreeing on specifications upfront, testing prototypes mid-process, and adjusting designs in real-time. This contrasts with traditional sequential methods, where delays and rework are common.

* The guide suggests measuring success through KPIs like "time-to-completion" or "cost variance," which SE directly improves.

NEW QUESTION # 28

XYZ Ltd is a manufacturing organisation who is looking to appoint a new supplier of raw materials. Describe 5 selection criteria they could use to find the best supplier. (25 marks)

Answer:

Explanation:

See the answer in Explanation below:

Explanation:

Selecting the right supplier is a critical decision for XYZ Ltd, a manufacturing organization, to ensure the supply of raw materials meets operational, financial, and strategic needs. In the context of the CIPS L5M4 Advanced Contract and Financial Management study guide, supplier selection criteria should align with achieving value for money, operational efficiency, and long-term partnership potential. Below are five detailed selection criteria XYZ Ltd could use, explained step-by-step:

* Cost Competitiveness:

* Description: The supplier's pricing structure, including unit costs, discounts, and total cost of ownership (e.g., delivery or maintenance costs).

* Why Use It: Ensures financial efficiency and budget adherence, a key focus in L5M4.

* Example: A supplier offering raw materials at \$10 per unit with free delivery might be preferred over one at \$9 per unit with high shipping costs.

* Quality of Raw Materials:

* Description: The consistency, reliability, and compliance of materials with specified standards (e.g., ISO certifications, defect rates).

* Why Use It: High-quality materials reduce production defects and rework costs, supporting operational and financial goals.

* Example: A supplier with a defect rate below 1% and certified quality processes.

* Delivery Reliability:

* Description: The supplier's ability to deliver materials on time and in full, measured by past performance or promised lead times.

* Why Use It: Ensures manufacturing schedules are met, avoiding costly downtime.

* Example: A supplier guaranteeing 98% on-time delivery within 5 days.

* Financial Stability:

* Description: The supplier's economic health, assessed through credit ratings, profitability, or debt levels.

* Why Use It: Reduces the risk of supply disruptions due to supplier insolvency, aligning with L5M4's risk management focus.

* Example: A supplier with a strong balance sheet and no recent bankruptcies.

* Capacity and Scalability:

* Description: The supplier's ability to meet current demand and scale production if XYZ Ltd's needs grow.

* Why Use It: Ensures long-term supply reliability and supports future growth, a strategic consideration in contract management.

* Example: A supplier with spare production capacity to handle a 20% volume increase.

Exact Extract Explanation:

The CIPS L5M4 Advanced Contract and Financial Management study guide emphasizes supplier selection as a foundational step in contract management, directly impacting financial performance and operational success. The guide advises using "robust criteria" to evaluate suppliers, ensuring they deliver value for money and mitigate risks. While it does not list these exact five criteria verbatim, they are derived from its principles on supplier appraisal and performance management.

* Criterion 1: Cost Competitiveness:

* The guide stresses "total cost of ownership" (TCO) over just purchase price, a key financial management concept in L5M4. This includes direct costs (e.g., price per unit) and indirect costs (e.g., transport, storage). For XYZ Ltd, selecting a supplier with competitive TCO ensures budget efficiency.

* Application: A supplier might offer lower initial costs but higher long-term expenses (e.g., frequent delays), making TCO a critical metric.

* Criterion 2: Quality of Raw Materials:

* Chapter 2 highlights quality as a "non-negotiable performance measure" in supplier evaluation.

Poor-quality materials increase rework costs and affect product reliability, undermining financial goals.

* Practical Example: XYZ Ltd might require suppliers to provide test samples or quality certifications, ensuring materials meet manufacturing specs.

* Criterion 3: Delivery Reliability:

* The guide links timely delivery to operational efficiency, noting that "supply chain disruptions can have significant cost implications." For a manufacturer like XYZ Ltd, late deliveries could halt production lines, incurring penalties or lost sales.

* Measurement: Past performance data (e.g., 95% on-time delivery) or contractual commitments to lead times are recommended evaluation tools.

* Criterion 4: Financial Stability:

* L5M4's risk management section advises assessing a supplier's "financial health" to avoid dependency on unstable partners. A financially shaky supplier risks failing mid-contract, disrupting XYZ Ltd's supply chain.

* Assessment: Tools like Dun & Bradstreet reports or financial statements can verify stability, ensuring long-term reliability.

* Criterion 5: Capacity and Scalability:

* The guide emphasizes "future-proofing" supply chains by selecting suppliers capable of meeting evolving demands. For XYZ Ltd, a supplier's ability to scale production supports growth without the cost of switching vendors.

* Evaluation: Site visits or capacity audits can confirm a supplier's ability to handle current and future volumes (e.g., 10,000 units monthly now, 12,000 next year).

* Broader Implications:

* These criteria should be weighted based on XYZ Ltd's priorities (e.g., 30% cost, 25% quality) and combined into a supplier scorecard, a method endorsed by the guide for structured decision-making.

* The guide also suggests involving cross-functional teams (e.g., procurement, production) to define criteria, ensuring alignment with manufacturing needs.

* Financially, selecting the right supplier minimizes risks like stockouts or quality issues, which could inflate costs-aligning with L5M4's focus on cost control and value delivery.

* Practical Application for XYZ Ltd:

* Cost: Compare supplier quotes and TCO projections.

* Quality: Request material samples and compliance certificates.

* Delivery: Review historical delivery records or negotiate firm timelines.

* Financial Stability: Analyze supplier financials via third-party reports.

* Capacity: Assess production facilities and discuss scalability plans.

* This multi-faceted approach ensures XYZ Ltd appoints a supplier that balances cost, quality, and reliability, optimizing contract outcomes.

NEW QUESTION # 29

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