

SUPPLIER INSTRUCTIONS FOR REVIEWING A CONTRACT FROM IRONCLAD

1. Changes

1. *Effective October 1, 2024, our contract Lifecycle management tool, Ironclad will be retiring its supplier collaboration interface. The way you will collaborate with Ironclad will change.*
2. *As part of this change, Ironclad will be sunsetting the ability to invite and message a supplier directly from Activity Feed.*
3. Suppliers will no longer have direct access into the Ironclad tool. Through Ironclad functionality, all communications and edits to a contract will be handled by responding to Ironclad generated emails. Complete directions are listed below.
4. *Suppliers that have previously leveraged this collaboration tool will still be able to access their documents.*

2. Ironclad Overview

Ironclad provides all the necessary tools to help consolidate your contract discussions and activity in one place.

Ironclad manages contracts through “Workflows”. These Workflows keep a detailed log of all the contracts’ activity and conversations in the same place where documents are reviewed, edited, and shared. This eliminates the need for email threads where tasks or key questions may be missed.

3. How to Comment and Edit on Contract Drafts

1. You will receive an email along with an attached draft contract from BCBSM Contract Specialist through Ironclad
2. The email sent from Ironclad has a unique email address associated with the workflow. The recipients can reply directly to the email. The response, as well as the attachments, are captured by Ironclad. If an email has an attachment(s), you can either replace the existing workflow document add it as a new document. An attachment can only replace a document of the same format.

From: Dayna Shailor (Blue Cross Blue Shield of Michigan) via Ironclad <demo-workflow-66bf4dbefbe278e978c7e8d3@mg.ironcladapp.com>
Date: Tue, Aug 27, 2024, 1:25 PM
Subject: Draft contract from Blue Cross Blue Shield of Michigan - Please Review.
To: [REDACTED]
Cc: <Dshailor@bcbsm.com>

Hi,

Please find the agreement attached. Thanks!

Best,
Dayna Shailor

Reply directly to this email to share your feedback.

4 – Reviewing and Editing a Document

1. Download the attached draft contract.
2. Edit or comment within the contract draft
3. Save as new contract version
4. Reply all to the Ironclad email and attach the new contract draft version
5. BCBSM Contract Specialist will upload the new version to Ironclad. Once uploaded, the updated version will display in the Activity Feed for Procurement to review before accepting the version as the updated replacement version within the Workflow.

5 – Signing a Document from Procurement

1. Your company signer will receive and email notification from DocuSign to sign the contract.
2. Once the contract has received all signatures from all parties, each signer and cc: will receive a copy of the fully executed contract by a DocuSign email. If funding was required with the contract the Purchase Order will be approved and sent to you via Oracle Cloud.

For questions, please contact your Procurement Specialist!