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2 – Ironclad Overview

Ironclad provides all the necessary tools to help consolidate your contract discussions and activity in one place. In Ironclad, you can:

- Stay informed with real-time status updates.
- View the latest versions of your documents.
- Keep up to date on questions, tasks, and required contract information.

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.

With your free Ironclad account, you can:

- Make quick document edits or leave comments.
- With Ironclad’s browser-based editor, you can make quick edits and leave comments without having to download documents.
- Securely share documents - You can easily add supporting documents to your workflows.
- Send a message - You can ask workflow participants questions about your contract.

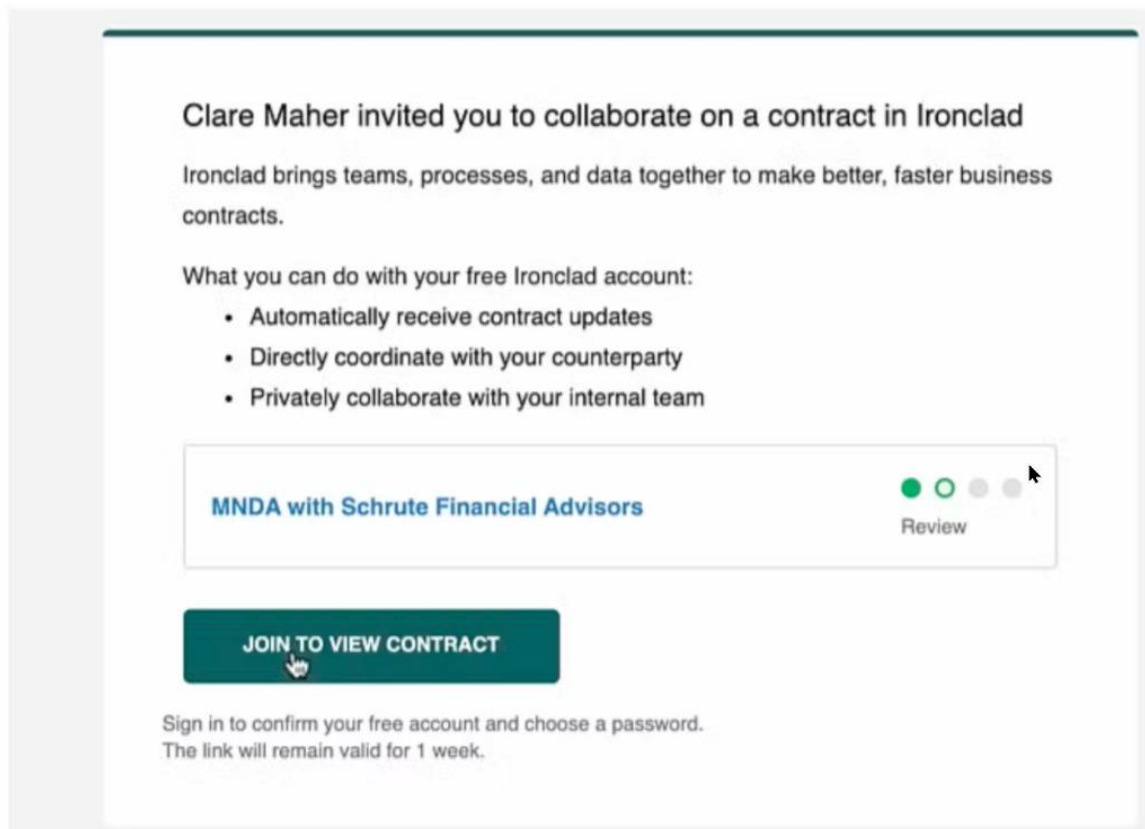
When invited into Ironclad, you are taken directly to the contract Workflow you were invited to participate in.

3 – How You are Invited into a Contract Workflow

1. You will always be invited into a contract workflow by a Blue Cross Shield of Michigan (BCBSM) Procurement Specialist or an affiliated BCBSM Internal Business Customer, to collaborate on a contract.

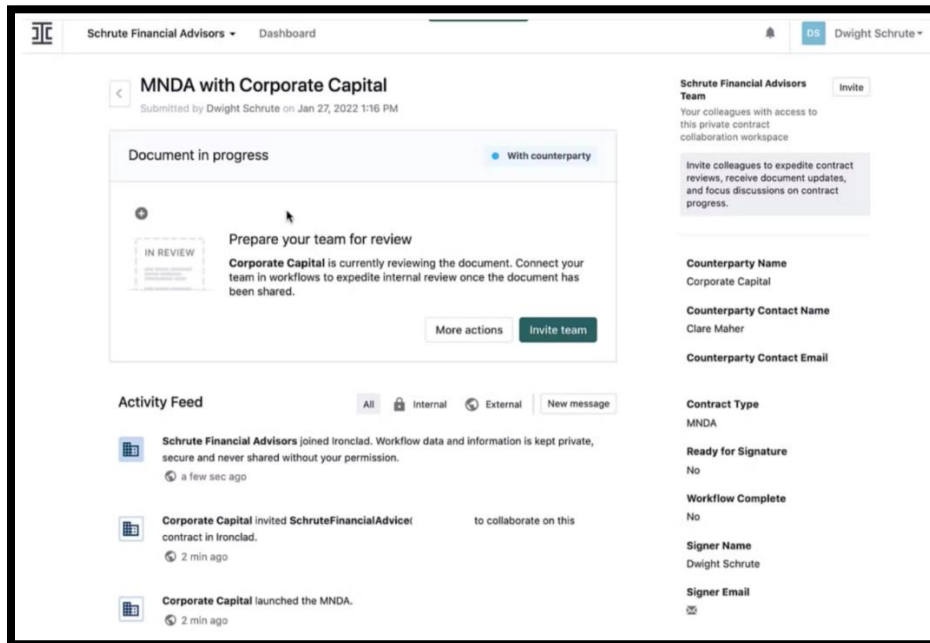
**Emergent Holdings (Emergent, COBX, LifeSecure, AF Group) are considered as part of this BCBSM invite.*

2. You will first receive a notification email invitation from Ironclad informing you that you have been invited to collaborate in Ironclad for a particular contract workflow. (example email below of the invite)

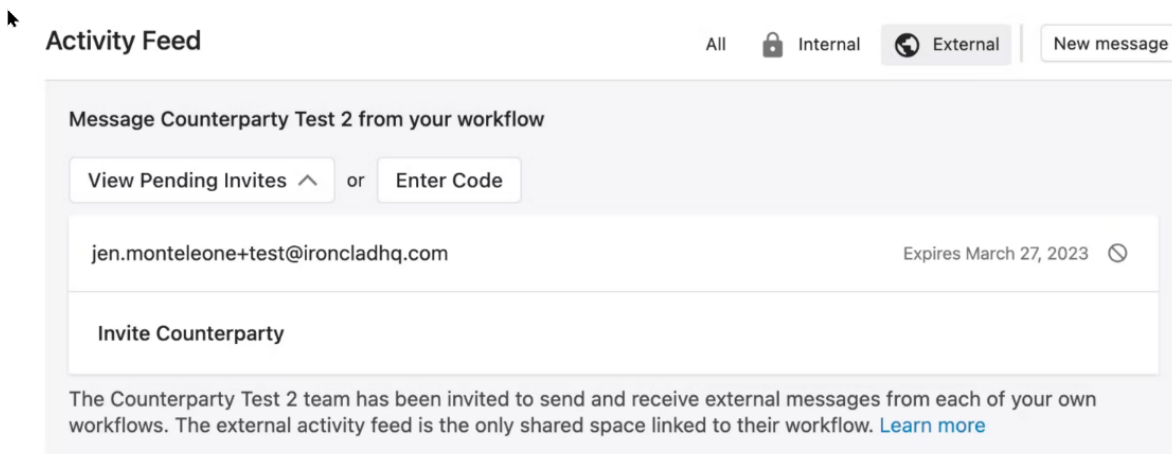


3. Follow the initiation email link Join to View Contract, to accept the terms and conditions within Ironclad and be pulled directly into a contracting project from the invitee. (Once the invite is accepted you only have 15 minutes to sign into Ironclad).
4. Once in a contract workflow, you can message the internal parties through the Activity Feed and review the current draft contract.

- This is an example of the “workflow command center” of the contract you would be invited to collaborate on. At the top of the page, you can see if a contract is ready for you to review, or if you are still waiting for an agreement to be shared.

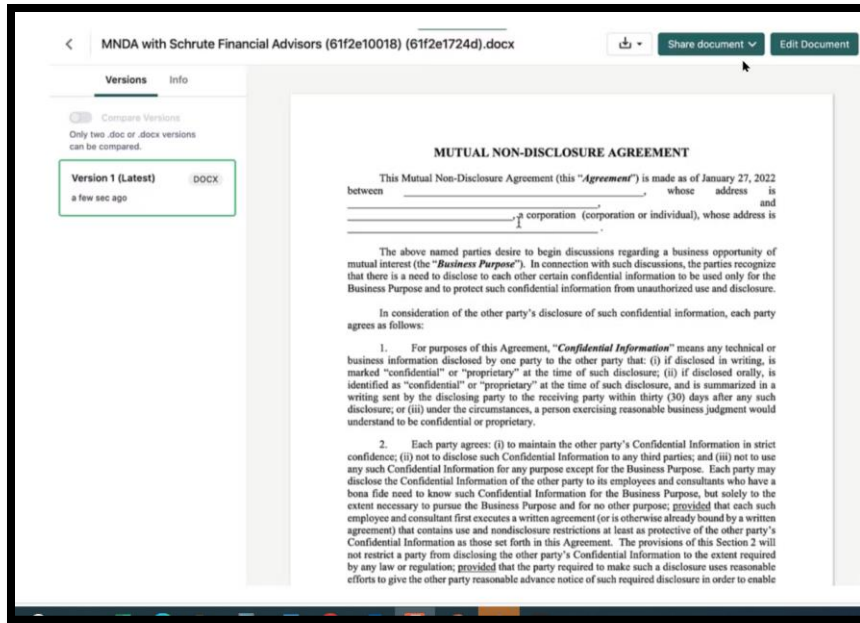


If your company is already an Ironclad user, you as the **External party, can click **Enter Code** to link the workflow to your dashboard.*

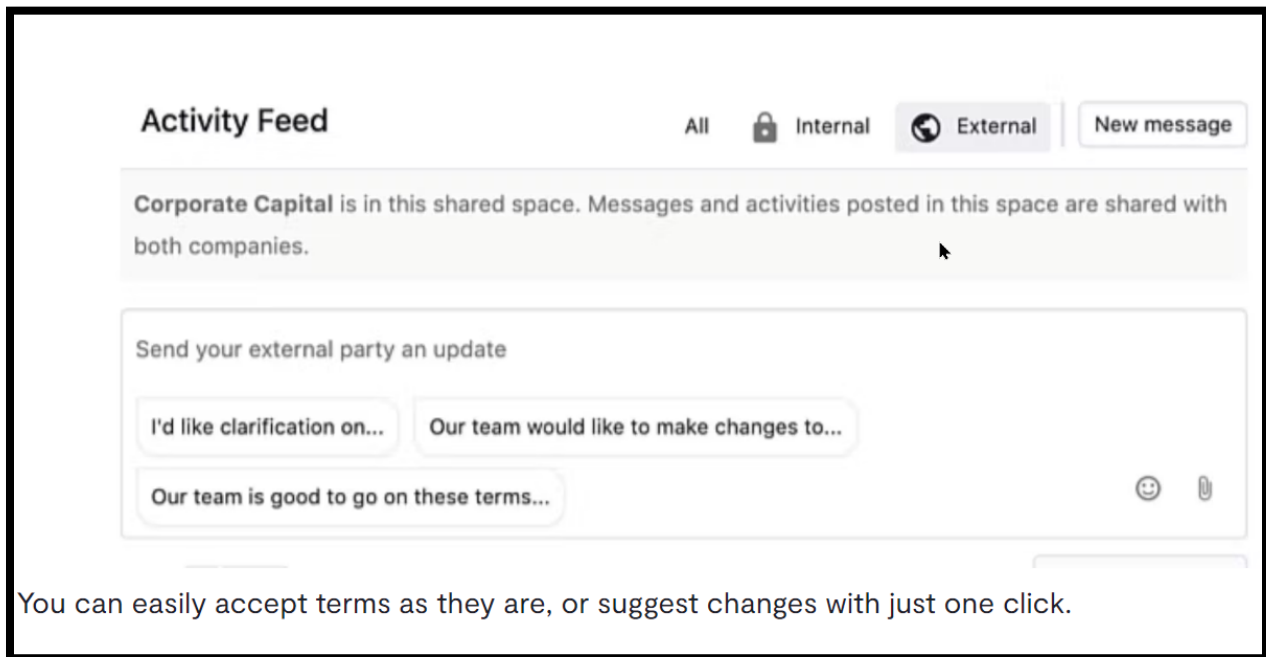


4 – Reviewing and Editing a Document within a Workflow

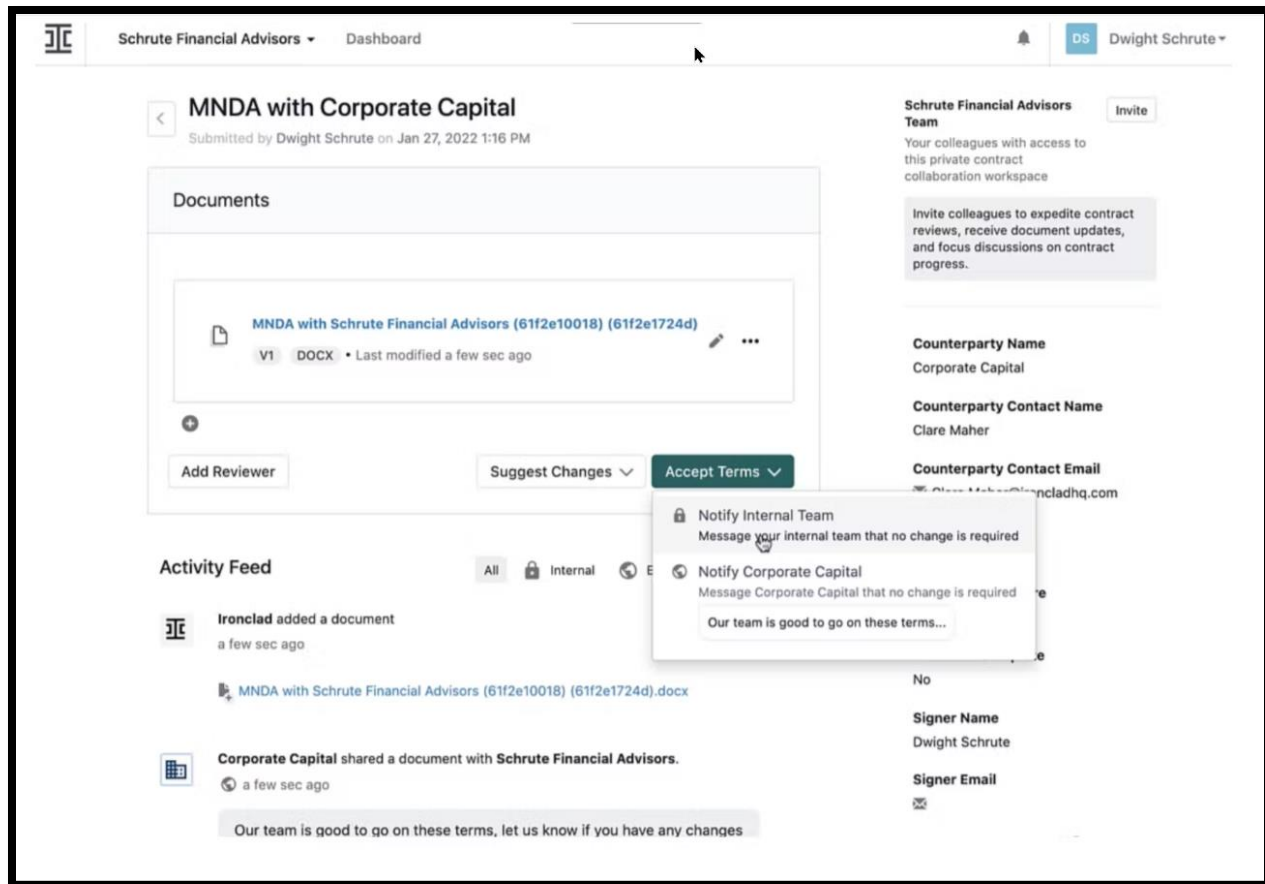
- Without leaving your web browser, you can access Ironclad Editor, where you can make changes to a document, leave comments for internal/external audiences, or download a copy to edit offline if you prefer to use Microsoft Word. You can compare document versions to see how it’s changed over time. You can also access a document on your mobile device to review.



2. You can securely share your documents from this view or use the Activity Feed to attach a document to a message the internal team, updates, questions, from your company.



You can easily accept terms as they are, or suggest changes with just one click.



3. You can **Suggest Changes** to upload an updated version of the document. 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 – Approving and Signing a Document from Procurement

1. Before signatures are obtained, the designated signer name you provided to the business customer, will be required to **Accept Terms**, notifying the “Internal Team” (BCBSM), before the DocuSign envelope is sent out for signatures.
2. When approval has been captured in the Activity Feed from both parties, Procurement will deploy the DocuSign envelope for signatures.
3. Your company signer will receive and email notification from DocuSign to sign the contract.
4. 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!