

How to Review Contract Documents via DocuSign CLM

Introduction to DocuSign CLM

DocuSign CLM (Contract Lifecycle Management) is an advanced digital platform utilized by Alcoa to manage the entire lifecycle of contract documents. This innovative system facilitates the electronic handling of contracts, from initiation through to execution and renewal, ensuring a streamlined and secure process for all parties involved.

Receiving External Review Tasks via Email

As a valued supplier with a contractual agreement with Alcoa, you will be engaged in the contract management process through DocuSign CLM. When a contract document necessitates your review, Alcoa's procurement team will dispatch an email notification to you. This email will serve as your prompt to undertake the external review task.

Step-by-Step Guide to Completing an External Review

1. Notification

You will receive an email from Alcoa's DocuSign CLM system, indicating that a document is ready for your review. This email will include the document as an attachment and detailed instructions, as per below example.



You have a document for review

Hi, You are receiving this email on behalf of ALCOA CORPORATION.

Below, you will find a link to the **CW2239791_TEST_NDA_In Progress** which has been submitted for your review.

If you would like to redline the agreement, download it to your computer and make your edits, following the on screen instructions and prompts. Alternatively, if you do not have any edits, indicate it in the Comments section.

If you have any questions, please contact the responsible individual.

Please **DO NOT DELETE** this email, as you will need the link below to upload and complete your review.

Thank You!

- cleber.junior1@alcoa.com

There are two ways to review:

Reply to this email Download the attachments, review them and then reply directly with any new versions.	Review the document online Use our secure review platform to view and edit the documents right from your browser. Review online
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1 anexo • Anexos verificados pelo Gmail



2. Submitting Revisions by email

To complete your review, download the document provided in the email and make the necessary changes or suggestions. Then, reply to the email attaching the amended document to your response to the original email. If no alterations are needed, simply reply to the email without any document attachments. It is imperative to review the attached document meticulously. Please be aware that the external review must be completed in a single session, and all input from external reviewers should be compiled before finalizing the review.

3. Submitting Revisions Online

Additionally, you can review the document online by accessing the provided link in the [Review online](#) option.

There are two ways to review:

Reply to this email Download the attachments, review them and then reply directly with any new versions.	Review the document online Use our secure review platform to view and edit the documents right from your browser. Review online
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You will be redirected to a new page. On this page, detailed instructions will guide you through the steps of the review process.

How to Complete Your Review

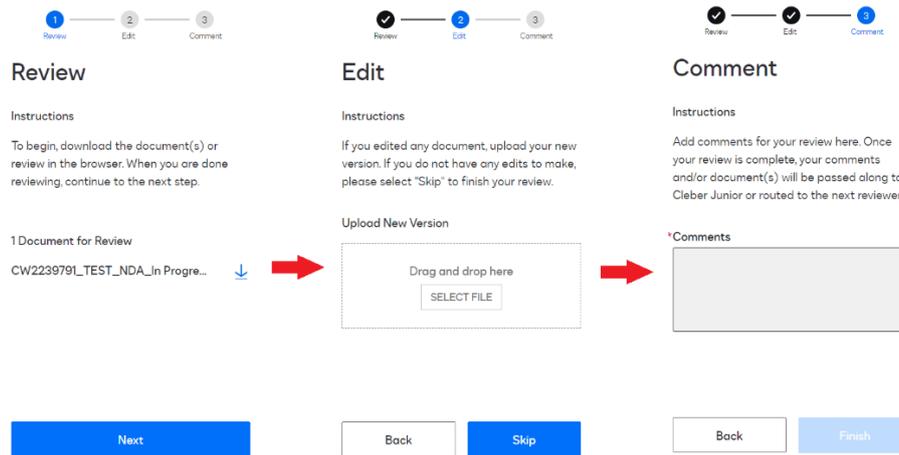
There are a few ways you can update or comment on this document to complete your review for Cleber Junior.

How to complete your review:

1. Download or read the document in the browser
2. If you update the document, upload a new version
3. Add notes or a message in the Comments field

[Got it](#)

By adhering to the steps outlined in the system, you will be seamlessly guided through the three distinct phases of the review process, as demonstrated in the following image:



4. Confirmation of Review

Upon successful processing and association of your revised document by DocuSign CLM, you will be notified with a confirmation email titled "Your Review is Complete." If DocuSign CLM is unable to process the document, the review will be concluded manually by the sender, and you will be informed once this process is complete.

For any inquiries or additional support, please reach out to the Alcoa responsible individual.