



Commercial Contracts & DOA

FAQs

Question:	How do I know if a contract is needed?
Answer:	It is the policy of Bioventus that a contract is needed if the sale of our goods or services is involved or we are paying money to or receiving money from a third party (e.g., customer, distributor, sales agent, etc.). Please contact Legal to confirm whether your anticipated engagement meets the criteria to be transacted without a contract.

Question:	How do I know if the proposed transaction or engagement is within the applicable commercial guidelines to move forward with a contract request?
Answer:	Please reach out to your manager for guidance on your particular transaction or engagement. If guidance does not exist, approval is required from your respective Business Owner (or their designee) listed below. Surgical: VP, Sales AHT (HA): VP, Division AHT (PNS): National Sales Director AHT (Exogen): VP, Division AHT (Rehab): VP, Sales Market Access: VP, Market Access Corporate Accounts: VP

Question:	How do I know if the proposed transaction or engagement is within the applicable Finance guidelines to move forward with a contract request?
Answer:	Finance assigns a Director, Strategic Pricing to each commercial product. Please reach out to your manager for the Finance guidelines that are applicable to your particular transaction or engagement. If the pricing involved is non-standard or is otherwise not covered by the available guidance, you must escalate to the applicable Finance business partner for approval.

Question:	Why do I need my Business Owner's or Finance's approval before initiating a contract request?
Answer:	Approval is required to: <ul style="list-style-type: none">❖ verify the transaction or engagement is financially viable and aligns with the company's overall commercial strategies❖ ensure contracting resources are allocated efficiently and effectively so that Contract Managers, Approvers, and other internal stakeholders remain focused on approved transactions

Question:	How do I submit a contract request?
Answer:	Please continue to use your current method of submission until further notice. If you have any questions, please reach out to a Contract Manager. Future state, contract requests will be submitted via a new contract management tool currently scheduled to go live by Q1 2025.

Question:	Can we use a customer's contract template?
Answer:	We prefer to use a Bioventus template but understand there will be occasions where that is not possible. Please note contract reviews take longer when we do not use a Bioventus template.

Question:	What is a negotiation playbook?
Answer:	A negotiation playbook outlines approved positions, principles, and strategies that can be used during the contract negotiation with an external party. The purpose of using a playbook is to increase consistency across our contracts, minimize unnecessary risks, and reduce contracting delays by having pre-approved resolutions to frequently escalated items.

Question:	Does Bioventus have a negotiation playbook?
Answer:	Legal will work with each stakeholder group to develop a playbook that can be used with the commercial contracts handled by each team. In the interim, please continue to work with the Contract Manager and escalate non-standard terms as appropriate.

Question:	How do I know which stakeholders need to approve my contract?
Answer:	The Contract Manager will triage the contract to identify the non-standard provisions and escalate to the appropriate Approver(s). The main Approvers for Commercial Contracts are identified in Table 2 of the Commercial Contract Policy.

Question:	How do I know who is authorized to sign a contract?
Answer:	The Delegation of Authority identifies who is authorized to sign each type of Commercial Contract. If you have questions after reviewing the Delegation of Authority, please reach out to Legal.

Question:	Can a Bioventus signatory sign using the customer's electronic signature platform?
Answer:	Yes; however, this will result in additional delays and should be avoided whenever possible. The expectation is to offer the customer the preferred or accepted methods outlined in the Commercial Contract Policy.

Question: **Where are commercial contracts stored?**

Answer: Contracts are currently stored in a central repository located on SharePoint. For more information, please refer to the BioLearn Training titled “Sharepoint-Contract Repository”. Future state, contracts will be searchable and accessible via a new contract management tool currently scheduled to go live by Q1 2025.

Question: **Are there any reports available?**

Answer: All reporting is currently manual based upon the needs of each commercial team. Future state, certain automated reporting will be available via the new contract management tool currently scheduled to go live by Q1 2025.