Contract Notifications

Contract Advance Notice Notifications

Summary: This document outlines the process to send out advance notice email notifications for a contract's **End Date** and/or **Renewal Date**.

Open the contract you want to set a notification for. You can access the notification options for your contract by navigating to the **Notifications** tab on the contract's profile.

eProcurement Setup	Advance Notice Settings					
Budget and Spend	Leave a field blank to turn off that advance notice.					
Applies To	Advance Notice For	Advance (in Days)	Notice #1	Advance Notice #2 (in Days)		
Goods and Services		(III Days)		(III Days)		
PO Clauses	Start Date	1	‡			
	End Date	30	‡	*		
Comments						
Communication Center 0	Renewal Date	180	*	‡		
Users and Contacts	Spend Tier Notification Set	tings				
Notifications	Send Spend Tier Notification For		□ Re	Requisition spend PO		
Contract Family	This contract has no notification	tiers				
	Add Notification Tier					

Next, decide who should receive End Date – Advance Notices* and Renewal Date –
 Advance Notices** notifications on this contract. You can select Contract Managers,
 Stakeholders, and/or External Contacts (if applicable). Be sure to only select boxes in
 the Contract column. Do not select any boxes under the Work Group column.

Notifications						
Who should receive each notification type?						
Notification Type	Contract Managers		Stakeholders		External Contacts	
	Contract	Work Group	Contract	Work Group		
Budget Exceeded						
Percentage Tiers						
Amount Tiers						
Start Date - Advance Notice						
Start Date Passed						
End Date - Advance Notices	~		✓		✓	
End Date Passed						
Renewal Date - Advance Notices	~		~		✓	
Renewal Date Passed						
Review Date Passed						

 After selecting who should receive the advance notices, determine how many calendar days in advance of the End Date or Renewal Date the notice should be sent out. You may set up to three advance notices.

Advance Notice Settings					
Leave a field blank to turn off that advance notice.					
Advance Notice For	Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)		
Start Date	A V				
End Date	120	90 🛕	60 🗘		
Renewal Date	A Y	•	4		

*End Date – Advance Notices are used when you want a notification sent out prior to the contract's <u>expiration date</u>. This provides the opportunity to review a contract and determine whether to extend the agreement or allow it to expire.

**Renewal Date – Advance Notices are used when you want a notification sent out prior to the <u>automatic renewal</u> of the contract. This allows for enough time to review the contract and determine whether to allow the agreement to renew or send notice of termination.

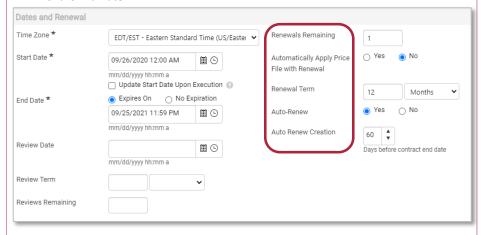


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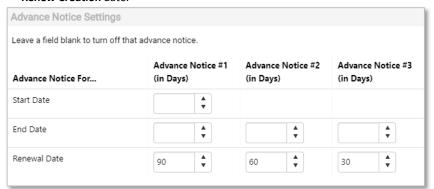
Example - Automatic Renewals

In the Term section, your contract states, "This Agreement will automatically renew for an additional year unless either party gives written notice to the other at least sixty (60) days prior to the end of the term that the Agreement is to terminate."

First, be sure to have the correct information in the Header of your contract. Renewals
Remaining should be set to 1, the Renewal Term should be set to 12 Months, AutoRenew should be set to Yes, and Auto Renew Creation should be set to 60 days ahead
of the End Date.



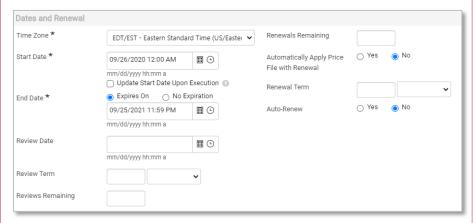
 Next, on the Notifications tab, set who should receive advance notice notifications, then set at least one Advance Notice for the Advance Notice For Renewal Date. In the depiction below, advance notices will be sent out 90, 60, and 30 days prior to the Auto Renew Creation date.



Example – **End Date**

In the Term section, your contract states, "The term of this Agreement shall begin as of the Effective Date and shall continue until September 25, 2021, unless sooner terminated under this Term and Termination Section or extended by written agreement of the parties."

 You want to make sure your team has ample time to review the contract and determine whether they want to extend the agreement for another year. You should not fill in any of the **Renewal** fields in the header, only the **End Date**.



 Next, on the Notifications tab, set who should receive advance notice notifications, then set at least one Advance Notice for the Advance Notice For End Date. In the depiction below, advance notices will be sent out 90, 60, and 30 days prior to the End Date.

Advance Notice Settings							
Leave a field blank to turn off that advance notice.							
Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)					
A v							
90	60 🛊	30					
A ¥	A ¥	•					
	Advance Notice #1 (in Days) A P P A A	Advance Notice #1 (in Days) Advance Notice #2 (in Days) A	Advance Notice #1 (in Days) Advance Notice #2 (in Days) Advance Notice #3 (in Days) A				