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.

1. 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.

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

3. 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.

**IMPORTANT!** You need to check that emails are enabled in your B2P profile in order to receive these advance notifications. Go to the **User Icon → View My Profile → Notification Preferences → Contracts**, where you can set up your notification preferences (refer to this [guide](#) for further details).

**NOTE** – If you want to generate notifications and assign specific tasks to individuals (e.g. request new insurance certificate), please utilize the **Obligations** feature. Learn more about Obligations [here](#)

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*End Date – Advance Notices* are used when you want a notification sent out prior to the contract’s expiration date. 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 automatic renewal 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.”

1. 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, **Auto-Renew** should be set to Yes, and **Auto Renew Creation** should be set to 60 days ahead of the **End Date**.

2. 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.”

1. 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**.

2. 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**.