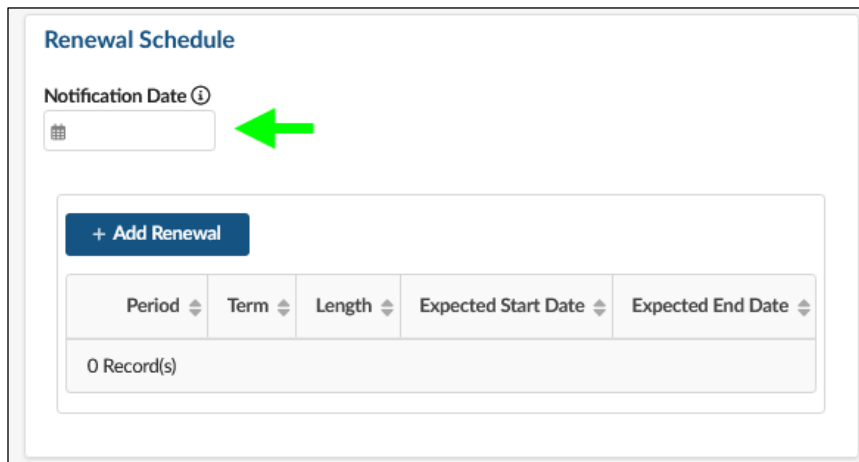


Buyer Tip

Best practice when setting the contract's Notification Date

When Creating or Renewing a Contract, it's best practice to set the **Notification Date** to:

- ~ 90 days before the contract's expiration
- ~ 120 days before the last contract's expiration (no renewals remaining)



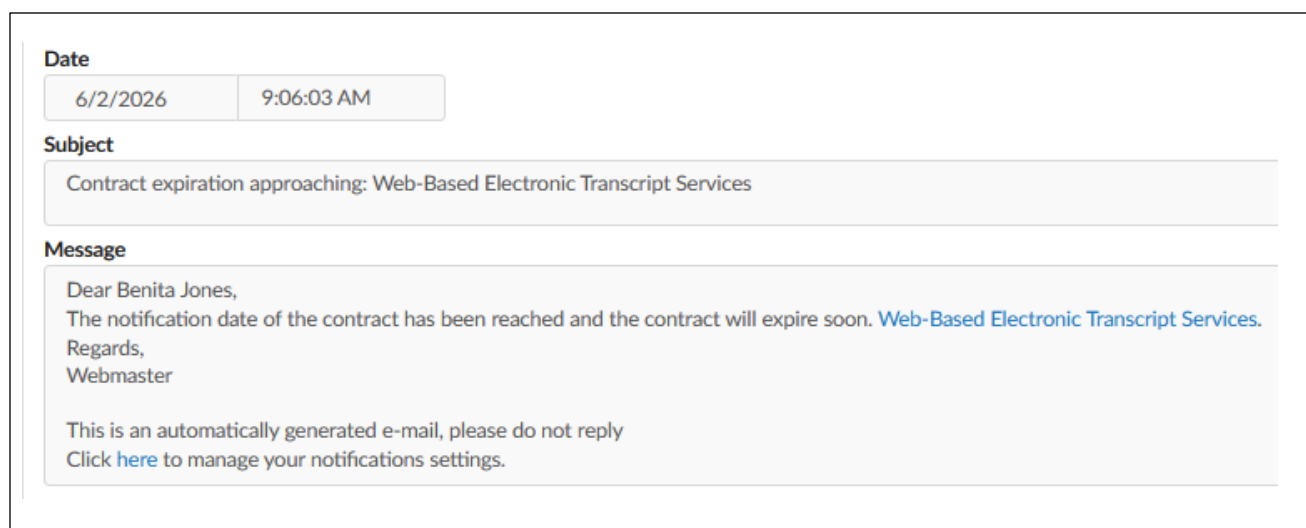
Renewal Schedule

Notification Date ⓘ

+ Add Renewal

Period	Term	Length	Expected Start Date	Expected End Date
0 Record(s)				

This ensures an email notification is sent out to inform the **Internal Team** that the contract's expiration date is approaching.



Date

6/2/2026 9:06:03 AM

Subject

Contract expiration approaching: Web-Based Electronic Transcript Services

Message


Dear Benita Jones,
The notification date of the contract has been reached and the contract will expire soon. [Web-Based Electronic Transcript Services](#).
Regards,
Webmaster

This is an automatically generated e-mail, please do not reply
[Click here](#) to manage your notifications settings.


Buyer Tip

If the **Notification Date** is not updated when **Renewing** a contract:

Renewal Schedule

Notification Date ⓘ
 

Period	Term	Length	Expected Start Date	Expected End Date
	1 Years	1	7/1/2026	6/30/2027
	2 Years	1	7/1/2027	6/30/2028

2 Record(s) 

- Notification Date field will show a past date
- Internal Team will not receive a Renewal Notification
- Contract’s status will show “Expiring soon” (even if Renewal expires in the future)
- Users will need to amend the contract to update the field

< ⌂ ☆ Contract: CTR008537-2 - Contract - Renew Amendment #2 (Expiring soon) 🔍 Search

Save & Close
Save
Mark Contract as Public
Create Child Contract
Other Actions ▾

CTR008537-2 ! Expiring soon

Contract - Renew Amendment #2

Bolick's Services and More

Coming soon!

Enhancement to allow the **Notification Date** to be updated without an amendment.