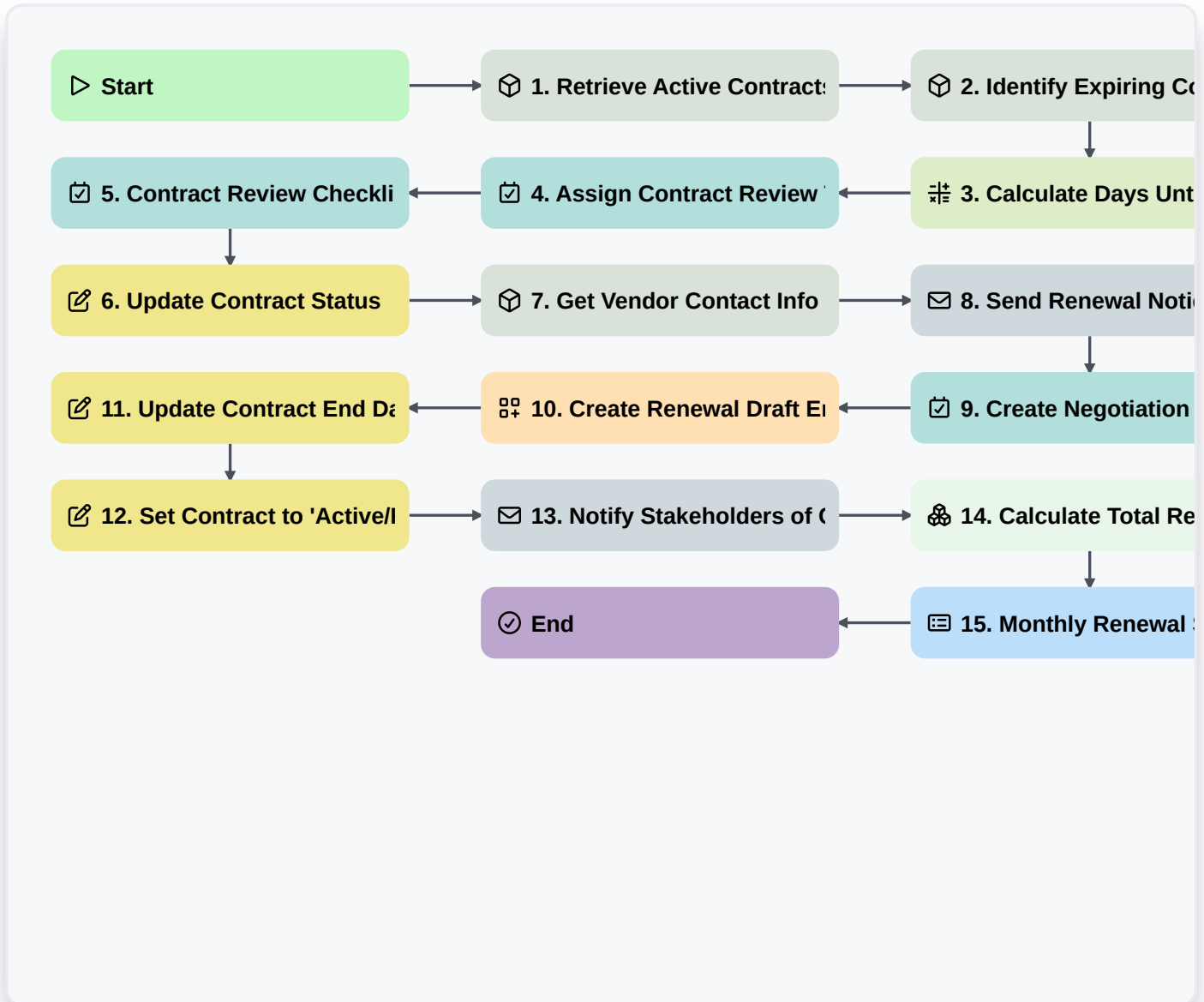


Contract Management And Renewal Workflow



Start

Start of the Workflow/Process.

1. Retrieve Active Contracts

Fetch all entries from the Contract Data Model where status is 'Active'.

2. Identify Expiring Contracts

Filter contract entries where the 'Expiration Date' is within the next 90 days.

3. Calculate Days Until Expiry

Calculate the difference between the current date and the contract expiration date.

4. Assign Contract Review Task

Create a task for the Legal Department to review terms for upcoming renewals.

5. Contract Review Checklist

A predefined set of steps including: 'Verify pricing', 'Check indemnity clauses', and 'Confirm service levels'.

6. Update Contract Status

Change the status of the contract entry to 'Under Review'.



7. Get Vendor Contact Info

Retrieve the email address and contact person from the Vendor Data Model linked to the contract.

8. Send Renewal Notice to Vendor

Send an automated email to the vendor contact notifying them of the upcoming renewal window.

9. Create Negotiation Task

Create a task for the Procurement Manager if the contract terms require renegotiation.

10. Create Renewal Draft Entry

Generate a new entry in the 'Contract Amendments' data model based on the original contract terms.

11. Update Contract End Date

Update the 'Expiration Date' field in the original contract entry once the renewal is signed.

12. Set Contract to 'Active/Renewed'

Update the status of the contract to 'Active' for the new term.

13. Notify Stakeholders of Completion

Send an email to the Finance and Legal teams confirming the renewal is finalized.

14. Calculate Total Renewal Value

Sum the 'Contract Value' of all contracts successfully renewed this month.

15. Monthly Renewal Summary Report

Generate a report summarizing all completed renewals, total value, and upcoming expirations.

End

End of the Workflow/Process.