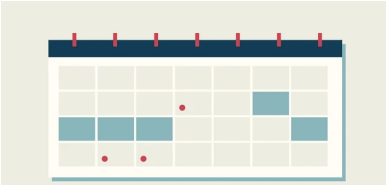
Contract renewal calendar



We extract dates and owners from up to 20 supplied agreements for operational tracking.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

Notice dates can be overlooked when signed agreements sit in different files or teams review renewals too late.

Working through the brief

1. **Review up to twenty supplied agreements**

   Gather the agreed inputs. Current supplier records, operating requirements and the review period.

2. **Extract relevant dates and owners**

   Track “Agreement reference” and “Renewal or notice date” together so the reviewer can connect the source information to the result.

3. **Flag dates that need confirmation**

   Use the calendar to request reviews ahead of the recorded dates and verify any uncertainty with the contract owner.

4. **Check the scope at handover**

   Supplier contracts, tender submission and commercial approval stay with the client.

Worked example

A contract expires in December but notice is due earlier. Track the notice deadline as well as the end date.

Read the service scope / BID-015

Sparkle Solutions Group Ltd.

info@sparklesolgroup.com +44 20 3307 6468 sparklesolgroup.com

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom