

How to Renew a Contract

Objectives

- Renew a contract

Steps

Upon the contract expiration, open the contract page by clicking on its name or ID from the grid.

Navigate to the top right of the page, and click on the **three dots Renew**.

The screenshot displays the LEXZUR software interface for a contract titled 'SEA-168 - Service Agreement-David Robinson'. The contract is currently in the 'Drafting' stage. A dropdown menu is open, showing the 'Renew' option highlighted with a red arrow. Other options in the menu include 'Create Amendment', 'Create Addendum', 'Export to Word', 'Export to PDF', 'Show SLA Elapsed Time', 'Archive', and 'Delete'. The main content area shows contract details such as 'Type: Service Agreement', 'Workflow Status: 1-Executed', and 'Priority: Medium'. The 'People' section lists the requester as Julia Marven and the assigned team as 'Contract Team'. The 'Dates' section shows a date of 2023-01-05 and a renewal type.

There are some fields to be filled out:

- **Contract Date:** Choose the date for contract renewal.
- **Renewal:** Utilize a predefined list, manageable in the Settings, containing renewal type.
- **Notify Users:** Select specific users who will receive notifications regarding this contract.
- **Notify Teams:** Choose the team that should be notified about this contract.

Renew Contract/Document



- Do you want to deactivate the previous contract/document?
- Do you want to archive the previous contract/document?
- Do you want to inherit the Approval Center of the previous contract/document?
- Do you want to inherit the Signature Center of the previous contract/document?

Date*

Renewal ▼

Start Date

End Date

Notify me before ▼

Notify Users x

Notify Teams

Save

Cancel

You have also the option to decide if you want to deactivate or archive the previous contract and inherit the approval and signature center from the previous one as well.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!