[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Vendor Contract Renewal Tracker

Review this tracker every week. The date that matters is the decision-by date, which is the contract end date minus the notice period: after that date, the renewal may no longer be a decision you can still change. Act on any row whose decision-by date is approaching before that date passes.

1. Contract renewal register

One row per contract. Keep this register as the single record; do not keep a second copy elsewhere, or the two copies will disagree.

	Supplier legal name	Service or goods covered	Contract owner	Contract start date	Contract end date	Notice period	Decision-by date	Auto-renewal applies	Current annual value	Renewal decision
ence	[Legal name of supplier one]	[Service or goods covered by contract one]	[Name of owner of contract one]	[Start date of contract one]	[End date of contract one]	[Notice period for contract one]	[Decision-by date for contract one]	[Whether auto-renewal applies to contract one]	[Current annual value of contract one]	[Renewal decision for contract one]
ence	[Legal name of supplier two]	[Service or goods covered by contract two]	[Name of owner of contract two]	[Start date of contract two]	[End date of contract two]	[Notice period for contract two]	[Decision-by date for contract two]	[Whether auto-renewal applies to contract two]	[Current annual value of contract two]	[Renewal decision for contract two]
ence	[Legal name of supplier three]	[Service or goods covered by contract three]	[Name of owner of contract three]	[Start date of contract three]	[End date of contract three]	[Notice period for contract three]	[Decision-by date for contract three]	[Whether auto-renewal applies to contract three]	[Current annual value of contract three]	[Renewal decision for contract three]
ence	[Legal name of supplier four]	[Service or goods covered by contract four]	[Name of owner of contract four]	[Start date of contract four]	[End date of contract four]	[Notice period for contract four]	[Decision-by date for contract four]	[Whether auto-renewal applies to contract four]	[Current annual value of contract four]	[Renewal decision for contract four]

2. Renewal action log

Record every decision step separately from the register above, so the history of each renewal can be followed even after the register row is updated.

Date	Contract reference	Action taken	Taken by	Outcome and next step
[Date of renewal action one]	[Contract reference for renewal action one]	[Description of renewal action one]	[Name of person who took renewal action one]	[Outcome and next step from renewal action one]
[Date of renewal action two]	[Contract reference for renewal action two]	[Description of renewal action two]	[Name of person who took renewal action two]	[Outcome and next step from renewal action two]
[Date of renewal action three]	[Contract reference for renewal action three]	[Description of renewal action three]	[Name of person who took renewal action three]	[Outcome and next step from renewal action three]

[Company name]

3. Summary

Summary item	Detail
Number of contracts in this tracker	[Number of contracts in this tracker]
Number of contracts with a decision due within the next review period	[Number of contracts with a decision due within the next review period]
Number of contracts on auto-renewal	[Number of contracts on auto-renewal]
Total current annual value of contracts in this tracker	[Total current annual value of contracts in this tracker]
Total value of contracts requiring a decision in the next review period	[Total value of contracts requiring a decision in the next review period]
Date of last weekly review of this tracker	[Date of last weekly review of this tracker]
Date of next weekly review of this tracker	[Date of next weekly review of this tracker]
Name of person responsible for the weekly review	[Name of person responsible for the weekly review of this tracker]

4. Renewal decisions

For each contract approaching its decision-by date, record one of the following decisions, with the reason and the approver:

- Renew on current terms: [Reason for renewing on current terms, with the contract reference it applies to]
- Renegotiate terms: [Terms to be renegotiated, with the contract reference they apply to]
- Replace supplier: [Reason for replacing the supplier, with the contract reference it applies to]
- Let the contract lapse: [Reason for letting the contract lapse, with the contract reference it applies to]

Approver for renewal decisions in this tracker: [Name of approver for renewal decisions]. No renewal decision is final until that approver has recorded it in the action log above.