

## Quick Reference for Managing Expiration of a Contract

### Email Notification and Worklist Procedures

When contracts near expiration, department contacts will receive the following email

**From:** [amber.floyd@usm.edu](mailto:amber.floyd@usm.edu) <[amber.floyd@usm.edu](mailto:amber.floyd@usm.edu)>  
**Sent:** Wednesday, January 8, 2025 10:26 AM  
**To:** Jessica Whitten <[Jessica.L.Turner@usm.edu](mailto:Jessica.L.Turner@usm.edu)>  
**Subject:** Contract Notifications for: SetID = USM01, Contract ID = PC000115

The following alerts apply for Contract SetID: USM01, Contract ID: PC000115, Version: 1. This contract begins on 2024-12-19 and is described as: TEST.

The supplier name is POCKET NURSE.

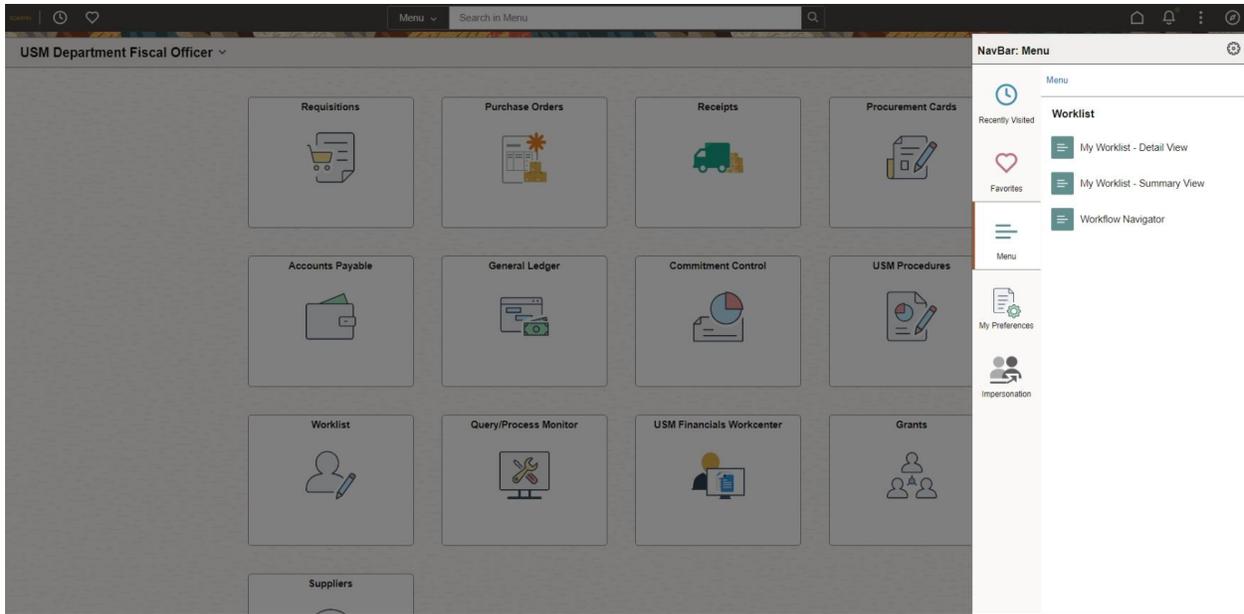
Contract is nearing or has reached its Expiration Date: 2025-01-01

URL: [https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fncir92.otr.usm.edu%2Fpsp%2Fncir92%2FEMPLOYEE%2FERP%2Fc%2FADMINISTER\\_CONTRACTS.CNTRCT\\_ENTRY.GBL%3FPage%3DCNTRCT\\_HDR%26CNTRCT\\_ID%3DPC000115%26SETID%3DUSM01%26VERSION\\_NBR%3D1%26Action%3DU&data=05%7C02%7CJessica.L.Turner%40usm.edu%7C9f9d4db630cb41f7729608dd3001307c%7C7f3da4be2722432ebfa764080d1eb1dc%7C0%7C0%7C638719503877861144%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMilslkFOljoIjIWFpbGlldUjJoyfQ%3D%3D%7C0%7C%7C%7C&sdata=FnRgP3r6EUha311ecDoSnDW9AHEoi%2FDIXlqZvkBaHsk%3D&reserved=0](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fncir92.otr.usm.edu%2Fpsp%2Fncir92%2FEMPLOYEE%2FERP%2Fc%2FADMINISTER_CONTRACTS.CNTRCT_ENTRY.GBL%3FPage%3DCNTRCT_HDR%26CNTRCT_ID%3DPC000115%26SETID%3DUSM01%26VERSION_NBR%3D1%26Action%3DU&data=05%7C02%7CJessica.L.Turner%40usm.edu%7C9f9d4db630cb41f7729608dd3001307c%7C7f3da4be2722432ebfa764080d1eb1dc%7C0%7C0%7C638719503877861144%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMilslkFOljoIjIWFpbGlldUjJoyfQ%3D%3D%7C0%7C%7C%7C&sdata=FnRgP3r6EUha311ecDoSnDW9AHEoi%2FDIXlqZvkBaHsk%3D&reserved=0)

PLEASE DO NOT RESPOND TO THIS EMAIL. IT IS SYSTEM GENERATED AND REPLIES ARE NOT MONITORED. If you need assistance please email [procurement@usm.edu](mailto:procurement@usm.edu)

Once the email is received, the user will navigate to their worklist to act on the item can follow the link from the email or log into SOARFIN and navigate to the Worklist:

Navigator – Menu – Worklist – Worklist-Summary View (or click the Worklist tile on your SOARFIN homepage)



Locate the item in the Worklist and click **“Mark Worked”** – **\*\*Important\*\*** The user must click the **“Mark Worked”** button to remove it from their worklist or they will not receive future notifications related to the contract.

Worklist for W188388: Cochran, Jacob

[Detail View](#)

Worklist Filters

**Worklist Items**

From	Date From	Work Item	Worked By Activity	Priority	Link	
Whitten, Jessica Lynn	12/04/2024	Contract Thresholds	Expiring Contracts / Max \$	<input type="text"/>	<a href="#">PC000095_USM01_1_2024-12-20_000000026_W188388</a>	<input type="button" value="Mark Worked"/>
Amber Davida Floyd	12/19/2024	Contract Thresholds	Expiring Contracts / Max \$	<input type="text"/>	<a href="#">PC000110_USM01_1_2024-12-30_000060216_W188388</a>	<input type="button" value="Mark Worked"/>
Cochran, Jacob	11/19/2024	USM Procurement Card Worklist	USM PCard Approvals	<input type="text"/>	<a href="#">188388_EQUIP_i1ZiToGlyET79Ao113X0B7XqkTDWUeCV24692164234104276396103_1_2024-08-21_0_2024-08-23-11_02_40_680238_DST_1...</a>	<input type="button" value="Mark Worked"/>
Leketha Thyneice Hughes	11/21/2024	USM Procurement Card Worklist	USM PCard Approvals	<input type="text"/>	<a href="#">10049502_VISA_wQGMrHIdUyvgq/qIRN3RT9MjVKWIL0ub24116414240716318370140_49_2024-08-27_0_2024-08-29-10_30_33_149181_DST_1...</a>	<input type="button" value="Mark Worked"/>
Cochran, Jacob	12/03/2024	USM Procurement Card Worklist	USM PCard Approvals	<input type="text"/>	<a href="#">188388_VISA_Hkxf/gQPOnUBObSq0YyVB9+m6QO1zuhT24692164233103239456328_10_2024-08-20_0_2024-08-22-09_11_45_380106_DST_1...</a>	<input type="button" value="Mark Worked"/>

Once the user has clicked "**Mark Worked**," they will need to decide what action they wish to take on the contract – let it expire, notify Purchasing to extend the end date, seek new bids/quotes, etc.

You may email a Buyer directly or send an email to [procurement@usm.edu](mailto:procurement@usm.edu)