

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



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 "

" –

The user

Once the user has clicked “ ,” 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)