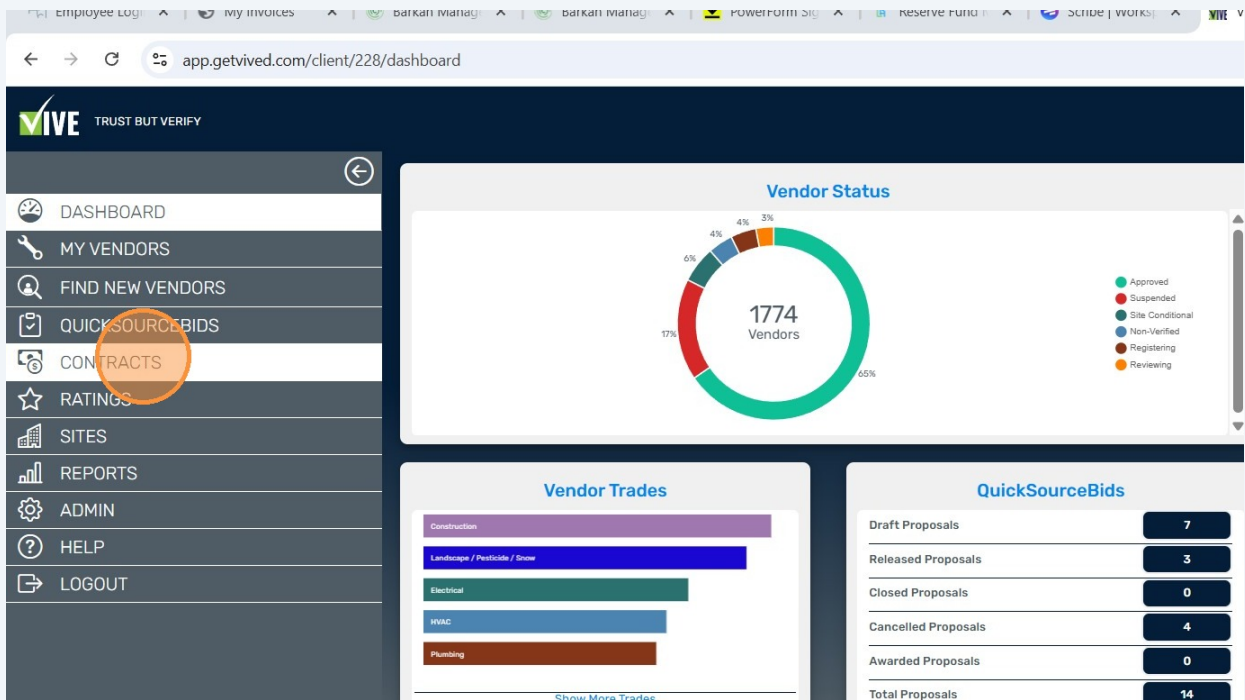
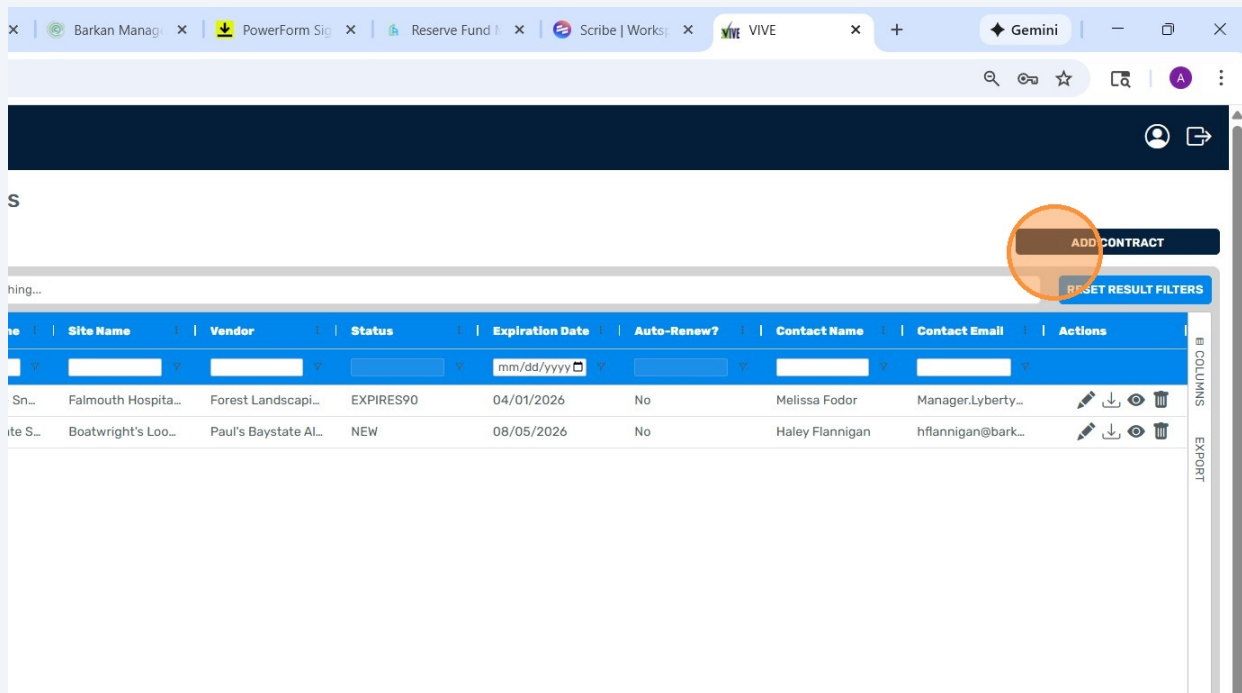


Adding a Contract in VIVE for Site Conditional Renewals

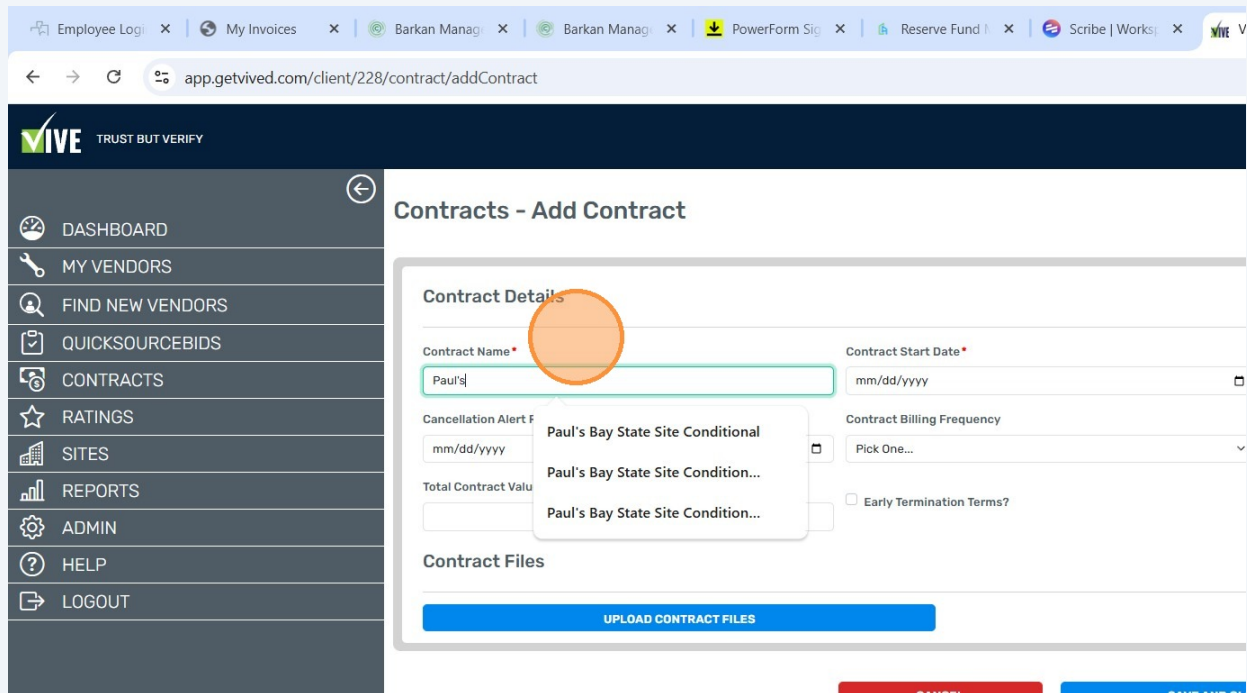
1 Click on contracts.



2 Click "ADD CONTRACT"

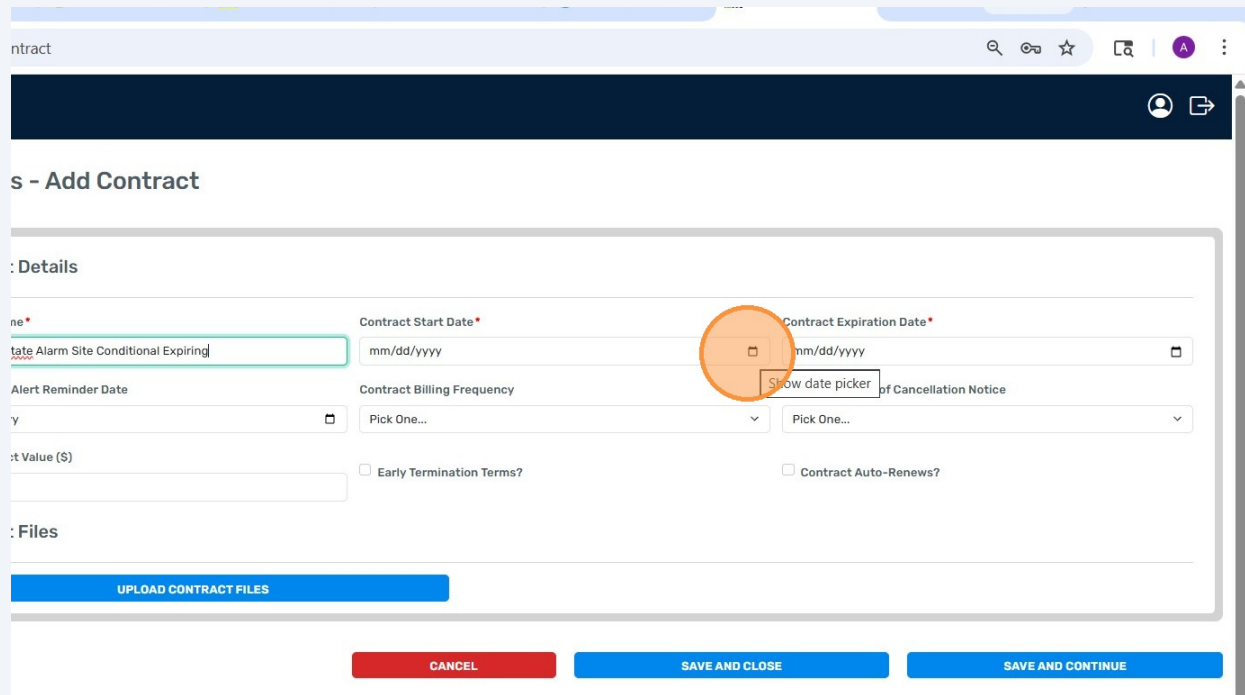


3 Put the vendor's name and "Site Conditional Expiration" as the contract name.



4

Use the date of the signed Site Conditional form as the "Contract Start Date."



Contract

Contracts - Add Contract

Details

Contract Name *
Late Alarm Site Conditional Expiring

Contract Start Date *
mm/dd/yyyy

Contract Expiration Date *
mm/dd/yyyy

Alert Reminder Date
y

Contract Billing Frequency
Pick One...

Contract Value (\$)
Early Termination Terms?
Contract Auto-Renews?

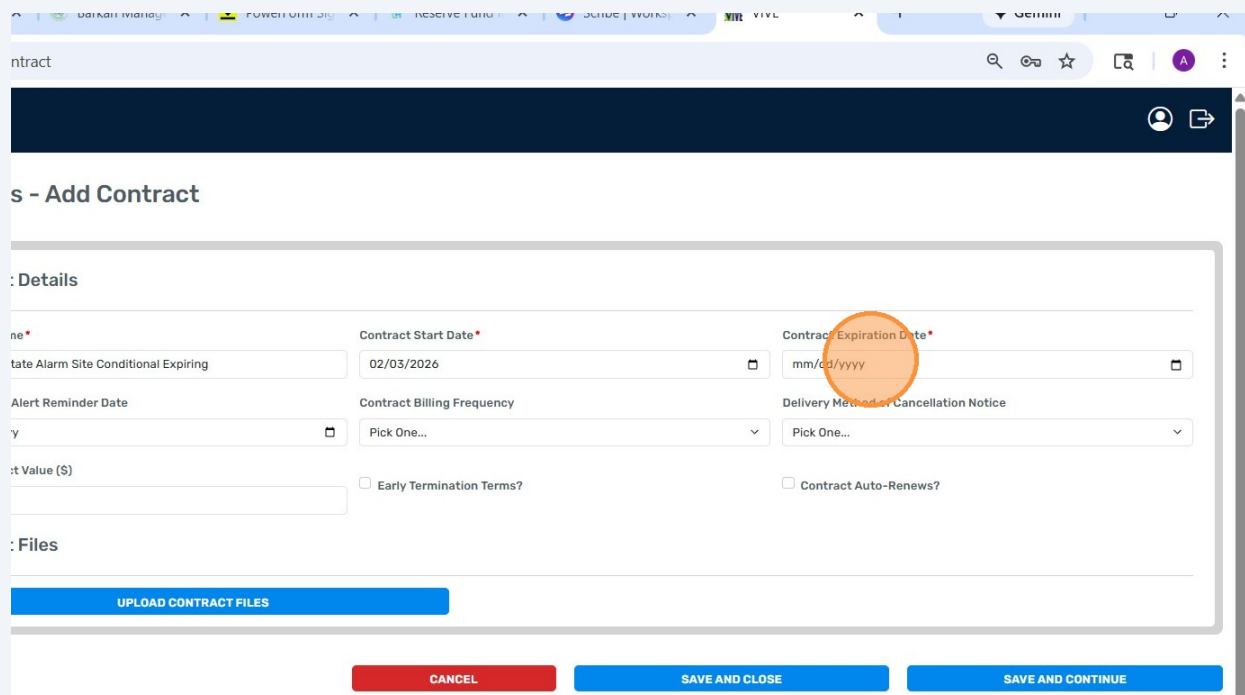
Files

UPLOAD CONTRACT FILES

CANCEL SAVE AND CLOSE SAVE AND CONTINUE

5

Use the date of the General Liability Policy as the "Contract Expiration Date."



Contract

Contracts - Add Contract

Details

Contract Name *
Late Alarm Site Conditional Expiring

Contract Start Date *
02/03/2026

Contract Expiration Date *
mm/dd/yyyy

Alert Reminder Date
y

Contract Billing Frequency
Pick One...

Contract Value (\$)
Early Termination Terms?
Contract Auto-Renews?

Files

UPLOAD CONTRACT FILES

CANCEL SAVE AND CLOSE SAVE AND CONTINUE

6

Use one month prior to the insurance expiration as the "Cancellation Alert Reminder Date."

Contracts - Add Contract

Contract Details

Contract Name * Paul's BayState Alarm Site Conditional Expiring

Contract Start Date * 02/03/2026

Contract Expiration Date * 08/06/2026

Cancellation Alert Reminder Date mm/dd/yyyy

Contract Billing Frequency Pick One...

Delivery Method of Cancellation Notice Pick One...

Total Contract Value (\$)

☐ Early Termination Terms?

☐ Contract Auto-Renews?

Contract Files

UPLOAD CONTRACT FILES

CANCEL SAVE AND CLOSE

7

Choose E-Mail as the "Delivery Method of Cancellation Notice."

Contracts - Add Contract

Contract Details

Contract Name * Paul's BayState Alarm Site Conditional Expiring

Contract Start Date * 02/03/2026

Contract Expiration Date * 08/06/2026

Cancellation Alert Reminder Date mm/dd/yyyy

Contract Billing Frequency Pick One...

Delivery Method of Cancellation Notice

Pick One...

Pick One...

Certified Mail

Standard Mail

E-Mail

Fax

Total Contract Value (\$)

☐ Early Termination Terms?

Contract Files

UPLOAD CONTRACT FILES

CANCEL SAVE AND CLOSE SAVE AND CONTINUE

8

Click "UPLOAD CONTRACT FILES" and attach the signed Site Conditional form.

The screenshot shows a web application interface for managing contracts. On the left is a dark sidebar with menu items: NEW VENDORS, SOURCES/BIDS, CONTRACTS, SETTINGS, REPORTS, ADMIN, and PROFILE. The main area is titled 'Contract Details' and contains several input fields: 'Contract Name' (Paul's BayState Alarm Site Conditional Expiring), 'Contract Start Date' (02/03/2026), 'Contract Expiration Date' (08/06/2026), 'Cancellation Alert Reminder Date' (07/06/2026), 'Contract Billing Frequency' (Pick One...), 'Delivery Method' (E-Mail), 'Total Contract Value (\$)' (empty), 'Early Termination Terms?' (checkbox), and 'Contract Auto-Renews?' (checkbox). Below these fields is a section titled 'Contract Files' with a blue button labeled 'UPLOAD CONTRACT FILES' circled in orange. At the bottom of the form are two buttons: 'CANCEL' (red) and 'SAVE AND CLOSE' (blue). The Windows taskbar at the bottom shows the search bar and various application icons.

9

Click "SAVE AND CONTINUE"

This screenshot shows the same 'Contract Details' form as the previous one, but with a file attached. Under the 'Contract Files' section, there is a blue 'UPLOAD CONTRACT FILES' button and a file named 'te Alarms LLC.pdf' with a download icon and a trash icon. The 'SAVE AND CONTINUE' button at the bottom right is now circled in orange. The 'CANCEL' (red) and 'SAVE AND CLOSE' (blue) buttons remain. The Windows taskbar at the bottom shows the search bar, application icons, and a system clock indicating 3:09 PM on 2/5/2026.

10

Search for and select the property. We should enter a new contract for each site that had a signed exception form for the vendor.

DASHBOARD
MY VENDORS
FIND NEW VENDORS
QUICKSOURCEBIDS
CONTRACTS
RATINGS
SITES
REPORTS
ADMIN
HELP
LOGOUT

Contracts - Choose Site

Select a Site

- Below, select a site to attach contract to.
- Once site is selected, a form will be populated with the Site's Primary Contact
- You can edit the form to use your own contact for this contract if you would like.

Search for anything...

Site	DBA	Address	City	State
boat				
Boatwright's Loop District L		7 Wells Ave, Suite 11	Newton	MA

BACK
SAVE AND CLOSE

11

Using the manager or Account Executive as the "site contact" fill out the manager's info and click "Save and Continue."

Boatwright's Loop District L
7 Wells Ave, Suite 11
Newton
MA
02459

Choose Primary Site Contact

First Name*
Last Name*
Job Title

Haley
Flannigan
AE

Mobile / Primary Phone*
Ext.
Work / Secondary Phone
Ext.
Email*

(617) 532-8656
(---)---
hflannigan@barkanco.com

Address*
Address 2
City*
State*
Zip Code*

7 Wells Ave.
Newton
Massachusetts
02459

BACK
SAVE AND CLOSE
SAVE AND CONTINUE

[Privacy Policy](#)

12 Select the vendor.

app.getvived.com/client/228/contract/1081/vendorSelection

Select a Vendor

- Below Select a Vendor to assign Contract to.
- Once a Vendor is selected, a vendor contact form will appear with the vendor's primary contact info populated.
- Edit the Contact info with a different contact if you wish.

Search for anything...

Vendor Id	Vendor Legal Name	DBA	City	State
209245	Paul's Baystate Alarms LLC		Halifax	MA

BACK **SAVE AND CLOSE**

13 Remove the vendor's contact and put Barkan Support's information so we also get a copy of the communication. Save and Continue.

Row Count

Add Vendor Contact Information

First Name* Last Name* Job Title

Barkan Support

Mobile / Primary Phone* Ext. Work / Secondary Phone Ext. Email*

(617) 482-5500 support@barkanco.com

Address* Address 2 City* State* Zip Code*

7 Wells Ave. Newton Massachusetts 02459

BACK **SAVE AND CLOSE** **SAVE AND CONTINUE**

[Privacy Policy](#)

14 Click "FINISH"

Contact Info

Address:	Boatwright's Loop District LA	Last Name:	Flannigan	Job Title:	AE
Phone:	Haley	Ext:			
	(617) 532-8656	Ext2:			
Address 2:	7 Wells Ave.	Address 2:		Zip Code:	02459
	Newton	Zip Code:	MA		

Contact Info

Address:	Paul's Baystate Alarms LLC	Last Name:	Support	Job Title:	
Phone:	Barkan	Ext:			
	(617) 482-5500	Ext2:			
Address 2:	7 Wells Ave.	Address 2:		Zip Code:	02459
	Newton	State:	MA		

Files

te Alarms LLC.pdf [Download](#)

BACK

SAVE AND CLOSE

FINISH

Search

3:10 PM
2/5/2026