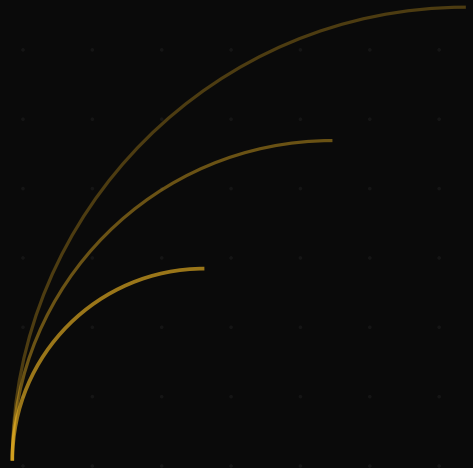
PROCUREMENT, FINANCE, AND IT LEADERS

How to renew a SaaS contract without overpaying



A buyer's playbook for SaaS renewals: start early, surface usage and risk, push back on the uplift, and use the term reset to fix what the original contract missed.

Renewals are where vendors quietly re-cover anything they gave up at signing.

WHAT'S INSIDE

4 steps in this guide

01 Start 90 days out

02 Surface the gap between purchased and used

03 Push back on the uplift

04 Use the term reset to fix the paper

01

Start 90 days out

By the time the renewal email arrives, your leverage is mostly gone. Calendar 90 days before term end, pull actual usage against entitlements, and run the threat assessment: is there an alternative, what would migrating cost, who internally would resist a switch.

02

Surface the gap between purchased and used

Almost every renewal carries unused seats, modules, or capacity. Quantify it before the vendor opens the conversation. A clean usage report turns the negotiation from 'how much will you raise it' into 'why are we paying for capacity we never touched.'

03

Push back on the uplift

Vendors lead with a number; that number is rarely their floor. Counter with a cap (CPI or a fixed percentage), trade term length for a smaller increase, and link any uplift to expansion volume rather than accepting it on the existing baseline.

04

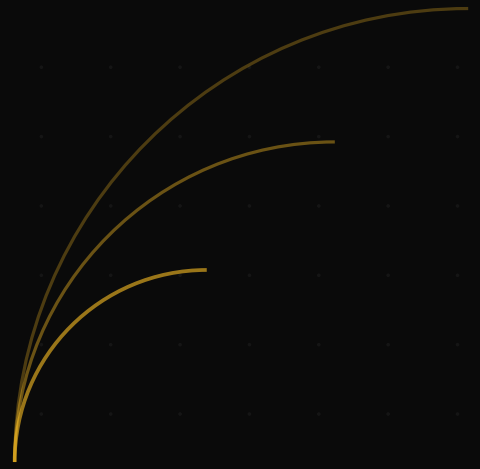
Use the term reset to fix the paper

Renewal is the cheapest moment to add the clauses the original deal missed: SSO without a premium tax, named-staff substitution, data-export format on exit, an aggregate change-order cap, and an explicit cap on future renewal uplifts.

PUT THIS TO WORK

Walk into every evaluation with the vendor's own playbook.

- A vendor-proof scope, issued before any proposal
- Gap analysis scoring every proposal against your scope
- A risk-weighted interrogation kit for the vendor meeting
- Scope-drift detection across proposal versions



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