

# VENDIBLY – GUIDES SECTION

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# Article 1: Email sync

## Meta

### SEO title:

Vendibly | Email Sync: Find All Your Subscriptions in Gmail and Outlook Automatically

### Meta description:

Vendibly's email sync connects to Gmail or Outlook, scans the last 6 months of receipts and billing emails, and automatically finds your subscriptions, renewal dates, and invoices so you can track everything in one dashboard.

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## H1: How Email Sync Finds All Your Subscriptions in Gmail and Outlook Automatically

Most people have no idea how many subscriptions they are actually paying for. Charges sit in email receipts, billing notifications, and “your trial is renewing” messages that you either swipe away or never see.

Instead of manually checking bank statements or scrolling through years of emails, Vendibly's **Email sync** feature connects to Gmail or Outlook, scans your inbox, and automatically builds a complete picture of your subscriptions and renewals.

This article explains exactly how that works, why it is safe, and how it helps you stay ahead of renewals without spreadsheets or manual tracking.

## H2: Why inbox-based subscription tracking works so well

When you sign up for a SaaS tool, streaming service, or business app, almost everything important passes through your inbox:

- Welcome emails
- Invoice PDFs and receipts
- “Your plan has renewed” notifications
- “Your card is expiring” notices
- Trial ending and price change warnings

Consumer and business subscription apps increasingly rely on inbox data or SMS to track recurring payments and subscriptions, because those messages contain reliable structured information about vendors, amounts, and billing cycles.

The pattern is proven:

1. Email is the single source of truth for subscriptions.
2. If you can read those billing signals reliably, you can reconstruct the subscription list.

Vendibly takes that same idea and builds it specifically for freelancers, startups, and small teams who need **subscription tracking plus renewal intelligence** rather than just a consumer bill list.

## H2: What Vendibly's Email sync actually does

At a high level, Email sync does four things:

1. Connects to your inbox securely using OAuth (Gmail or Outlook)
2. Scans up to the last 6 months of subscription-related emails
3. Uses AI to extract vendors, amounts, billing periods, and renewal dates
4. Creates structured vendor records and a renewal calendar inside Vendibly

### H3: Step 1 – Secure connection via OAuth

When you click **Email sync** from your onboarding or dashboard:

- You choose **Gmail or Outlook / Microsoft 365**
- You complete the standard OAuth flow directly with Google or Microsoft
- Vendibly never sees your password and cannot send emails on your behalf

Vendibly only requests the scopes it needs to:

- Read email headers and bodies
- Access invoice attachments and billing messages
- For Pro/Plus, run periodic scans in the background

No sending, deleting, or editing permissions are required.

### H3: Step 2 – One-time historical scan

Once OAuth succeeds, Vendibly performs a **single historical scan**:

- Time window: last 6 months of emails
- Sources:
  - PDF invoices

- HTML receipts
- Payment confirmations
- “Your plan renewed” messages
- Subscription notifications

Emails are filtered and parsed specifically for vendor subscriptions and contracts, with attachment-first parsing and AI extraction .

For **Free** users:

- The scan runs once.
- Vendibly disconnects the OAuth token after the scan completes.
- You see “Last scanned: [timestamp] (Vendibly Free)” and a prompt to upgrade if you want ongoing scans .

For **Pro / Plus** users:

- The same 6-month scan runs on upgrade or first connection.
- OAuth is retained (securely) for ongoing scans.
- You see both “Last scanned” and “Next automatic scan” in the UI .

### **H3: Step 3 – AI extraction and vendor creation**

Behind the scenes, Vendibly uses the VendolQ parsing layer to turn messy email content into clean vendor records:

For each relevant email, the system tries to extract:

- Vendor name (normalized)
- Amount (and currency, where present)
- Billing period (monthly, yearly, quarterly, etc.)
- Renewal date or next expected charge date
- Status (active, cancelled, trial, expired)
- Contract details when present (uploaded contracts or attached PDFs)

Those fields become structured entries in the **Vendors** table and feed:

- Your vendor list
- Your renewal calendar
- Your upcoming payments summary
- Risk markers and later AI summaries

Because the logic prioritizes attachment parsing and deduplication, duplicate emails do not create duplicate vendors. Vendor names are normalized and combined with billing periods and dates to avoid clutter.

### **H3: Step 4 – Weekly incremental scans (Pro / Plus)**

On **Pro** and **Plus** plans, Vendibly schedules a **weekly incremental scan**:

- It checks only new emails since the last scan
- It looks for new subscriptions, renewals, invoices, and notices
- It updates vendor records and the renewal calendar with new data

If the user triggers a manual “Scan now” action, they see:

- “Scanning your inbox for new vendors...”
- Then “Scan complete. Next automatic scan: [date].”

This keeps your dashboard up to date with zero ongoing manual work.

## **H2: What Email sync finds (and what it does not)**

### **H3: Subscriptions and renewals Email sync detects well**

Email sync is extremely effective at detecting subscriptions that:

- Send recurring invoices or billing receipts
- Send “your subscription renewed” emails
- Send “your card will be charged on...” style notices
- Send trial ending, upgrade, or downgrade messages

These commonly include:

- SaaS tools (Notion, Slack, Zoom, Canva, HubSpot, Monday, etc.)
- Cloud services (Google Workspace, Microsoft 365, hosting, storage)
- Marketing tools (email platforms, analytics, landing page builders)
- Operational tools (CRM, helpdesk, scheduling, payroll add-ons)

### **H3: Edge cases and manual additions**

There are cases where Email sync may not see a subscription:

- The tool never sends invoices or renewal emails
- All communication happens inside an in-app portal
- The subscription is paid via wire with separate offline contracts
- The email address used for billing is different from the email connected

For these, Vendibly lets you:

- Add vendors manually

- Upload contracts that AI will parse and convert into vendor records

Once added, these vendors behave like others in the calendar and reminders.

## H2: Privacy and security: what Email sync can and cannot do

Inbox access is always the biggest psychological barrier. People worry (rightly) about tools reading the wrong emails or storing sensitive content.

Vendibly's Email sync is designed so that:

- It uses **OAuth** for access, meaning you never share your password.
- On Free, tokens are not stored after the one-time scan; there are **no background jobs** for free users .
- On Pro and Plus, tokens are stored securely to allow weekly scans.
- Access is **read-only**: no sending, editing, or deleting emails.

Vendibly follows this same principle but applies it directly to:

- Vendor records
- Subscription tracking
- Renewal intelligence

So you get the benefits of automation without handing full control of your inbox to a third party.

## H2: How Email sync powers the rest of Vendibly

Email sync is not just a convenience feature. It powers almost everything else in Vendibly's product.

### H3: Vendor list and dashboard

Every time Email sync detects a vendor, it creates or updates a vendor record with:

- Name
- Renewal date
- Amount
- Billing period
- Status
- Links to relevant emails or contracts

Your dashboard then aggregates this into:

- Total vendors
- Upcoming payments
- Renewals this month
- Timeline events

### **H3: Renewal calendar and reminders**

From extracted renewal dates, Vendibly generates calendar events and sends reminders:

- 7, 3, and 1 days before renewal
- With labels such as Upcoming and Overdue for visual clarity

These events are kept up to date as Email sync discovers new charges or changed billing dates.

### **H3: AI contract summaries and insights**

When you upload contracts or when emails contain attached agreements, Vendibly's AI layer can:

- Summarize key contract terms
- Highlight renewal type and termination clauses
- Tag vendors as recurring, fixed-term, or one-off

Over time, this contributes to richer insights about your SaaS stack and vendor commitments.

## **H2: Free vs Pro – what changes with Email sync**

The difference between Free and Pro is simple and very intentional:

### **Free Plan**

- One-time 6-month scan via Email sync
- Up to 5 vendors in your account
- 30-day calendar view
- No background jobs, no ongoing sync; tokens disconnected after scan

This gives a clean snapshot of your current subscriptions and renewals without any ongoing inbox connection.

### **Pro Plan**

- Unlimited vendors
- Continuous inbox sync with weekly scans
- Full-year calendar view

- AI contract summaries and exportable reports (CSV, PDF)

This turns Email sync from a one-time discovery tool into a continuous monitoring system.

## H2: When should you use Email sync?

You should use Email sync if:

- You have more than a handful of tools and subscriptions
- You pay for software across multiple cards or accounts
- You have ever been surprised by a renewal you forgot about
- You want a complete picture of your SaaS stack without manually listing everything

Compared to manually entering subscriptions into a tracker or spreadsheet, inbox-based discovery gives you a much more accurate baseline and dramatically reduces setup friction. Existing subscription tracking tools in consumer and SMB space report that automating subscription detection is the main reason people adopt them and stay engaged.

Vendibly adds to that by focusing on business-grade vendors, contracts, and renewals rather than just personal media subscriptions.

## H2: Summary

Email sync is the fastest way to get from “I have no idea what I’m paying for” to “I can see every subscription and renewal in one place.”

By connecting securely to Gmail or Outlook, scanning the last 6 months of receipts and billing emails, and using AI to build structured vendor records, Vendibly turns your inbox into a real subscription intelligence layer for your business.

- No manual data entry
- No hunting through old invoices
- No guessing when renewals are coming

Just connect once, let the scan complete, and let Vendibly handle the subscriptions and renewals you would otherwise miss.

## ARTICLE 2 — Smart renewal reminders

# H1: How Smart Renewal Reminders Help You Stay Ahead of Every Charge

Keeping track of subscription renewals is one of the hardest parts of managing a modern software stack. Renewals happen monthly, quarterly, or annually, and businesses often miss them because:

- Renewal dates hide inside emails
- Vendors auto-renew by default
- Prices change quietly
- Contract terms require notice periods
- Multiple team members sign up for tools over time

A missed renewal can mean paying for software you no longer use, being locked into another annual cycle, or scrambling to update a card before service interruption.

Vendibly's **smart renewal reminders** solve this problem by automatically extracting renewal dates from emails and contracts, placing them in a calendar, and alerting you before charges hit. This article explains how it works, how accurate it is, and why inbox-based renewal tracking is the most reliable method available.

## H2: Why renewal reminders matter for SMBs, freelancers, and startups

When researchers studied how people manage recurring payments, they found a clear pattern: users lose track of renewals because billing signals are fragmented, inconsistent, and often ignored in email inboxes .

The typical business deals with:

- dozens of SaaS tools
- multiple credit cards
- separate departments/people buying tools independently
- invoices arriving at inconsistent intervals
- contracts stored in PDFs, drives, or inbox threads

Renewals slip through the cracks not because people are careless, but because **no system centralizes the signals**.

This is why renewal reminders consistently appear as a top feature in subscription and spend management tools. They prevent accidental spend and give teams enough time to adjust usage, budgets, and contracts.

## **H2: How Vendibly identifies your renewal dates automatically**

Vendibly is designed to determine your renewal dates with a high degree of reliability, using multiple data sources and extraction methods:

### **H3: 1. Email Sync identification**

From the inbox scan, VendolQ extracts:

- renewal dates
- invoice due dates
- monthly/annual billing cycles
- trial end dates
- “your plan will renew on...” messages
- invoice attachments containing billing information

This aligns with the Email Sync engine: attachment-first parsing, fallback to email body, and structured record extraction (vendor, billing period, renewal date, amount, status) .

### **H3: 2. Contract Upload parsing**

If you upload a contract:

Vendibly reads:

- renewal terms (auto-renewal, manual renewal, fixed-term)
- cancellation windows (30 days, 60 days, etc.)
- commitment periods
- multi-year renewal cycles

Contract upload is especially useful for vendors who do not send clear email reminders.

### **H3: 3. AI inference when dates are missing**

Some vendors do not explicitly state renewal dates.

In these cases, Vendibly:

- infers the date based on billing patterns
- identifies monthly cycles from invoice cadence
- recognizes annual cycles from historical charges

- flags ambiguous dates for manual confirmation

### H3: 4. Deduplication ensures no duplicate reminders

If multiple invoices reference the same period:

- records are normalized
- only the most accurate invoice is used
- overlapping billing periods are merged

This prevents duplicate alerts and cluttered calendars.

## H2: How smart renewal reminders work inside Vendibly

Vendibly sends reminders at precise intervals designed around actual user behavior patterns and contract risk windows.

### H3: Reminder timing: 7, 3, and 1 days before renewal

According to Vendibly's spec:

- Reminders are sent **7 days before renewal** (primary alert)
- Then **3 days before** (action window)
- Then **1 day before** (final alert)

This cadence reflects research that shows users need multiple warning points because they often fail to act on a single alert — especially across long annual cycles.

### H3: Delivery method

Renewal reminders appear as:

- Email notifications via Resend
- Calendar-based indicators in Vendibly
- Dashboard alerts in the vendor list
- Overdue labels for late charges

These reminders help you:

- cancel before auto-renew
- downgrade or switch plans
- update expired cards
- avoid unexpected payment failures
- re-evaluate tools you no longer need

For teams enforcing budgets, renewal alerts serve as built-in guardrails.

### H3: Plan differences (Free vs Pro)

#### Free plan:

- Tracks 5 vendors
- Tracks renewal dates
- Shows 30 days of upcoming renewals
- Sends reminders based on extracted dates
- Does not auto-scan the inbox after setup (no weekly updates)

#### Pro plan:

- Unlimited vendors
- Full-year calendar
- Weekly incremental inbox scans
- More accurate, continuously updated renewal alerts
- Exportable CSV + PDF reports

In Pro, reminders stay current even if vendors change billing cycles or send new invoices.

## H2: What makes Vendibly's renewal reminders different from generic subscription trackers

Most subscription apps — both consumer and business — do one of two things:

1. **Bank scraping** (detecting recurring charges)
2. **Manual entry** (you type everything in yourself)

But bank scraping lacks context:

- It cannot see renewal dates
- It cannot parse invoices
- It cannot detect trials
- It cannot know your contract terms
- It only sees the payment after it happens

Research shows tools that use Gmail receipt scanning can catch more subscriptions and hidden charges than bank-only methods .

Vendibly's approach is more advanced because it combines:

- Email receipts (Gmail/Outlook)

- Invoice attachments

- Billing notices

- Uploaded contracts

And then runs the extracted details through VendolIQ to create:

- accurate renewal dates
- billing periods
- vendor status
- contract terms
- risk flags (missing invoices, ambiguous renewals)

This is why Vendibly can warn you *before* the renewal hits, not after.

## H2: What renewal reminders help you prevent

Smart reminders are not just about avoiding surprise charges — they solve multiple operational risks:

### H3: Prevent unintended renewals

Auto-renewal is the default for nearly every SaaS tool. Many contracts require cancellation well before the renewal date.

### H3: Prevent duplicate subscriptions

Inbox scans can detect when a team accidentally pays for the same tool twice under different accounts.

### H3: Prevent plan bloat

Teams often forget about premium plans or unused seats.

### H3: Prevent lost invoices

Missing invoices can cause compliance and bookkeeping issues — Vendibly flags them.

### H3: Prevent revenue impact

Certain tools shutting off due to expired cards cause operational problems.

Renewal reminders are a simple solution to a complex set of problems across finance, ops, and productivity.

## **H2: How renewal reminders tie into Vendibly's calendar and dashboard**

Once Vendibly extracts renewal dates, they feed directly into:

### **H3: Renewal Calendar**

- Full monthly view
- Overdue and upcoming renewals
- Mobile list view fallback
- Pill-style labels with vendor name, date, amount, status

### **H3: Vendor Dashboard**

- Total vendors
- Upcoming payments
- Renewals this month
- Timeline events (e.g., vendor added, contract parsed)

### **H3: Timeline**

Logs each extraction event:

- “Parsed invoice for Zoom”
- “Found new email from Dropbox — next renewal Aug 1”
- “Vendor updated based on new billing message”

This historical context helps in budgeting and auditing.

## **H2: When to rely on renewal reminders (and when to supplement with contract uploads)**

Renewal reminders work immediately if:

- The vendor sends clear billing emails
- The vendor sends invoice attachments
- The renewal date appears in the subject or body
- There is a predictable billing cycle

Contract upload becomes useful if:

- The vendor uses offline agreements
- Renewal terms are buried in legal text
- The renewal window is longer than standard (e.g., 60–90 days)
- The contract auto-renews without sending email alerts

Vendibly supports both processes seamlessly.

## H2: Summary

Vendibly's smart renewal reminders help you stay ahead of payments, prevent unwanted renewals, and reduce wasted spend — automatically.

By combining inbox scanning, contract parsing, renewal date extraction, and a structured renewal calendar, Vendibly gives freelancers, founders, and teams a clear view of what's coming and enough time to act on it.

You don't have to guess.

You don't have to remember.

You don't have to hunt through emails or spreadsheets.

Just turn on **Email sync**, and Vendibly takes care of the rest.

## ARTICLE 3 — Auto-organized vault

# H1: How to Organize All Your Subscriptions, Invoices, and Contracts in One Place

Businesses sign up for dozens of SaaS tools every year. Invoices sit in email threads, contracts live in PDFs scattered across laptops, and renewal dates hide inside billing notifications. When you need to check a contract term or confirm a renewal date, you're left digging through folders, search bars, or old Slack messages.

Vendibly's **auto-organized vault** solves this by pulling all subscription-related documents and data from your inbox and uploads into a single clean space. Every subscription, invoice, renewal date, and contract is structured, categorized, and easy to review.

This guide explains how it works, why it matters, and how it creates a reliable record of everything your business is paying for.

## H2: Why subscription and contract organization is so difficult

Across SMBs, freelancers, and startups, contract and subscription management fails for predictable reasons:

- Invoices arrive on different days and formats
- Contracts live across email threads, Google Drive, and desktops
- Renewal dates are buried in PDFs
- Team members sign up for tools independently
- No one remembers where documents are stored
- SaaS vendors default to auto-renewal

Studies and market data show that subscription visibility is one of the most overlooked causes of wasted software spend. Many teams maintain spreadsheets manually, but spreadsheets break as soon as invoices change, plans shift, or renewals happen silently.

A centralized vault eliminates this chaos by giving you one place to store everything, automatically.

## **H2: How Vendibly builds your subscription and contract vault automatically**

Vendibly uses a combination of inbox scanning, contract uploads, and AI extraction to create a structured, self-updating subscription record for your business.

Here's how it works end to end.

### **H3: Step 1 — Inbox scanning pulls in invoices and subscription emails**

When you connect Gmail or Outlook through **Email sync**, Vendibly:

- scans the last 6 months of emails
- looks for invoices, receipts, payment confirmations, and renewal notices
- downloads and prioritizes PDF attachments
- extracts contract-like data from structured emails
- filters out marketing emails or irrelevant messages

This matches Vendibly's core logic for Email sync parsing: attachment-first, fallback to email body, filtering by invoice/contract keywords, and ignoring marketing threads altogether .

The result: every subscription-related communication gets routed into the vault.

### **H3: Step 2 — Contract uploads become structured records**

If you upload a PDF, DOCX, or image of a contract:

Vendibly extracts:

- vendor name
- contract term
- renewal window
- billing period
- effective dates
- termination clauses
- linked invoice details if present

These become part of a unified vendor record in the vault.

Contract uploads use the same AI layer as email parsing and create a verified source of truth when email signals are missing.

### **H3: Step 3 — AI extraction turns documents into clean vendor entries**

Each document—email or contract—is parsed into a structured vendor record with fields like:

```
{  
  "vendor_name": "Dropbox",  
  "normalized_vendor": "dropbox",  
  "industry": "Storage",  
  "renewal_date": "2025-08-01",  
  "billing_period": "Monthly",  
  "amount_usd": "9.99",  
  "status": "Active",  
  "import_method": "Email Sync",  
  "notes": "Auto-renew confirmed via PDF invoice",  
  "confidence": 0.95  
}
```

This is drawn from Vendibly's official data schema for the VendolQ extraction layer .

This record powers your entire vault, dashboard, and renewal calendar.

### **H3: Step 4 — Deduplication ensures a clean vault without clutter**

Vendibly automatically avoids duplicates by:

- normalizing vendor names
- comparing billing periods and renewal dates
- using vendor fingerprint hashes
- keeping the most complete record (attachments > email body)

This prevents scenarios where five Dropbox invoices generate five separate vendor entries, which is a major problem in less sophisticated trackers.

### **H3: Step 5 — Weekly inbox updates keep the vault current (Pro)**

On Pro:

- Vendibly re-scans new emails weekly
- Updates vendor records with new invoices, amounts, and dates
- Adds new vendors you start paying for
- Flags missing invoices or irregular billing

This background job aligns with the incremental scan rules described in the logic spec: weekly scans, “Scan now” option, and “Next scan scheduled” status indicators in the UI .

Free users still get a full vault after the initial scan, but without continuous syncing.

## H2: What the auto-organized vault includes

Vendibly's vault is not just a file folder. It is a structured, searchable record of:

### H3: Subscriptions

- Names
- Plans
- Billing periods
- Monthly vs annual cost
- Status (active, canceled, expired, trial)

### H3: Invoices

- All relevant PDF and email invoices
- Amounts and currencies
- Invoice dates
- Due dates
- Downloadable attachments

### H3: Contracts

- Uploaded PDFs or DOCX files
- Parsed contract terms
- Renewal type (auto-renewing / fixed-term)
- Termination windows
- End-of-term alerts

### H3: Renewal dates

- Extracted or inferred dates
- Synced with your renewal calendar
- Highlighted with upcoming reminders

### H3: Vendor timeline

Every action logged:

- "Parsed invoice attachment"
- "Vendor updated from email sync"
- "Duplicate record resolved"
- "Trial detected"

The vault becomes the source of truth for anything involving subscriptions, invoices, and contracts.

## **H2: Why organizing subscriptions and contracts matters**

Centralizing subscription and contract documents has major practical benefits:

### **H3: 1. No more digging through email**

Invoices and contracts are spread across accounts, years, and threads. Vendibly pulls them together instantly.

### **H3: 2. No more forgetting renewal terms**

Contracts often auto-renew unless cancelled early. Vendibly makes those terms visible.

### **H3: 3. No more missed invoices**

Many tools fail compliance audits because invoices go missing. Vendibly flags missing invoice issues.

### **H3: 4. No more duplicate subscriptions**

When teams sign up separately, Vendibly detects it and dedupes.

### **H3: 5. Clear budgeting and spend visibility**

Structured data lets you review spend per vendor, renewal trends, and billing cycles across tools.

Most importantly: you stop relying on memory, spreadsheets, or siloed storage systems.

## **H2: Free vs Pro — Vault functionality differences**

### **Free Plan**

- Full vault created from one-time 6-month inbox scan
- Up to 5 vendors
- Contract upload supported
- No continuous sync

### **Pro Plan**

- Unlimited vendors
- Weekly incremental scans
- Full contract vault
- AI summaries and exportable reports
- Full-year calendar
- More reliable, continuously updated renewal data

Pro turns your vault into a living, accurate system — not a static snapshot.

## **H2: Best practices for keeping your subscription vault organized**

To get the most value from Vendibly:

### **H3: Use Email sync first**

It immediately populates the vault with real data.

### **H3: Upload legacy contracts**

Especially for tools paid by wire transfer or older enterprise vendors.

### **H3: Keep billing emails inside Gmail/Outlook**

Avoid routing invoices to multiple inboxes if possible.

### **H3: Add custom vendors manually for offline services**

Vendibly tracks renewal dates even without email sources.

### **H3: Review your vault monthly**

This helps catch duplicate tools, unused subscriptions, or upcoming renewals.

## **H2: Summary**

Vendibly's auto-organized vault gives you:

- all invoices
- all contracts
- all subscription details
- all renewal dates

- all billing periods
- all vendor metadata

...in one structured place, without manual maintenance.

By combining inbox scanning, AI extraction, smart deduplication, and ongoing updates, Vendibly transforms scattered documents and hidden renewals into a clean, reliable source of truth for your entire SaaS stack.

No more hunting.

No more searching.

No more chaos.

Everything is where it should be — automatically.

## ARTICLE 4 — Renewal calendar

# H1: How Vendibly's Renewal Calendar Keeps You Ahead of Subscription and Contract Deadlines

Tracking renewal dates manually is nearly impossible. Most businesses rely on spreadsheets, calendar reminders, or scattered emails to keep track of when subscriptions or contracts renew. That system fails as soon as invoices shift, vendors change billing cycles, or new tools are added by team members.

Vendibly's **Renewal calendar** gives you a complete visual timeline of every upcoming payment, renewal, and contract date — updated automatically from your inbox and uploaded documents. Instead of guessing or digging through emails, you see exactly what's renewing and when, all in one place.

This guide explains how the calendar works, where the data comes from, and how it helps you reduce wasted spend and avoid unwanted commitments.

## H2: Why renewal calendars matter

Research into software spend shows that teams overspend not because they intend to, but because renewals catch them by surprise. Emails get ignored, invoices come at irregular intervals, and annual contracts renew quietly unless cancelled early.

Organizations that adopt renewal management tools consistently reduce wasted spend because they gain visibility and time to take action before a charge hits or a contract rolls into another cycle.

A renewal calendar centralizes:

- subscription renewals
- upcoming payments
- contract end dates
- invoice cycles
- free trial expirations
- overdue or failed payments

Without relying on memory, manual tracking, or old spreadsheets.

## **H2: How Vendibly builds your renewal calendar automatically**

The power of Vendibly's calendar comes from the extraction layer behind it. Instead of manually entering dates, Vendibly pulls renewal information from:

### **H3: 1. Email Sync**

From the 6-month inbox scan (Free or Pro), Vendibly extracts:

- renewal dates
- invoice dates
- billing cycles
- trial end dates
- contract renewal notifications
- recurring charge confirmations

Email signals are the most reliable markers for subscription renewals, which is why consumer and SMB subscription trackers increasingly rely on inbox data rather than bank scraping. Gmail receipt scanning tools have shown that this method captures more subscriptions and reveals upcoming charges more accurately than transaction-based tools alone .

Vendibly applies this approach with a business focus: structuring renewals into a predictable timeline.

### **H3: 2. Contract uploads**

If you upload a PDF or DOCX contract, Vendibly identifies:

- renewal type (auto-renewing, fixed-term, manual renewal)
- renewal window (30-day notice, 60+ days, etc.)
- precise end-of-term dates

These are then added to the calendar with the same accuracy as inbox-derived dates.

### **H3: 3. Weekly incremental scans (Pro)**

On Pro, Vendibly continues scanning new emails each week, updating:

- changed renewal dates
- new invoices
- plan upgrades or downgrades
- newly added subscriptions

The calendar never goes stale because data is always being refreshed from primary sources.

## **H2: The design of Vendibly's renewal calendar**

The renewal calendar is designed to be lightweight, clear, and focused specifically on upcoming actions. It includes:

### **H3: Full calendar view**

- Month grid layout
- Clickable renewal events
- Clean labels for visibility
- Works on desktop and auto-switches to list view on mobile

### **H3: Mobile list view**

The system automatically switches to a vertical mobile-friendly timeline:

- Upcoming month's renewals
- Overdue items
- Vendor names
- Amounts and billing periods
- Status indicators

This ensures renewals are visible even on small screens.

## **H2: What shows up on your renewal calendar**

Every renewal event is a structured, accurate entry created by the VendolIQ extraction engine. The calendar includes:

### **H3: Subscription renewals**

These come from email-derived billing cycles or contract terms.

### **H3: Contract end dates**

For fixed-term agreements with notice periods.

### **H3: Invoice due dates**

If billing happens on net terms instead of immediate charge.

### **H3: Overdue renewals**

If a charge happened earlier than expected or a renewal date passed without confirmation, Vendibly flags it as overdue.

### H3: Upcoming renewals

Anything inside your visibility window:

- Free: 30 days
- Pro: Full year

### H3: Trial expirations

If the inbox indicates a free trial end date, Vendibly logs it as a renewal-type event.

## H2: How renewal events are labeled and displayed

Vendibly uses consistent labels to help you quickly assess urgency:

- **Upcoming** — inside the next 7–30 days (depending on plan)
- **Due soon** — within the next 7 days
- **Overdue** — renewal date passed; review immediately
- **New vendor** — recently detected tool with a new billing cycle
- **Updated** — renewal date changed due to a new invoice

These labels correspond to the design system defined in your MVP and the underlying event model in VendolQ. They ensure that the renewal calendar remains an actionable space, not just a data dump.

## H2: Reminder integration — the calendar is only half the system

The renewal calendar works hand in hand with Vendibly's **smart renewal reminders**.

As described in the reminders logic:

- 7-day email reminder
- 3-day email reminder
- 1-day reminder

These correspond to the calendar's displayed events, giving you both:

- a **visual timeline** (calendar view)
- a **proactive warning system** (reminders)

The calendar shows you what's coming.  
The reminders tell you when it's time to act.

## H2: Free vs Pro — calendar feature differences

### Free Plan

- 30-day calendar view
- Vendor entries from 6-month inbox scan
- Renewal dates extracted but not kept updated
- No ongoing inbox syncing

### Pro Plan

- Full-year calendar
- Weekly inbox sync keeps renewals accurate
- Updated billing cycles from new invoices
- Contract-based renewal logic
- AI summaries (VendoGPT) available inside vendor pages
- Exportable CSV/PDF reports

The Pro calendar becomes a real forecasting tool rather than a snapshot.

## H2: Why a renewal calendar prevents wasted spend

A renewal calendar is not just convenience — it directly reduces:

### H3: Wasted SaaS spend

Teams forget about annual renewals or hidden auto-renewals.

### H3: Duplicate subscriptions

Different team members buy the same product.

### H3: Unexpected charges

Particularly dangerous with annual plans.

### H3: Failed renewals

Leads to service interruption or downtime.

### **H3: Contract lock-ins**

Many vendors enforce automatic renewal into another full term unless notice is given.

A clear, unified renewal calendar gives you the time and data needed to make decisions before costs hit your card.

## **H2: Best practices for using Vendibly's renewal calendar**

To get the most value:

### **H3: 1. Use Email sync early**

It seeds your calendar with accurate renewal dates.

### **H3: 2. Upload contracts for offline vendors**

Especially for tools that don't send email reminders.

### **H3: 3. Review the calendar monthly**

Quick review = huge gains in visibility and budgeting.

### **H3: 4. Use reminders in combination with the calendar**

The two together eliminate blind spots.

### **H3: 5. Upgrade to Pro for continuous updates**

Renewal dates change. Pro ensures they stay accurate.

## **H2: Summary**

Vendibly's renewal calendar gives you a complete, continuously updated view of every subscription, contract, and upcoming renewal. By combining inbox scanning, contract parsing, structured event logic, and smart reminders, it helps you avoid surprises, reduce waste, and plan your SaaS spend with confidence.

You no longer have to maintain spreadsheets, set dozens of reminders, or rely on fragmented email searches.

Just open the calendar — everything you need is already there.