TCM: Contract Comments

1. Use a contract's Comments page to add internal notes regarding the contract for users. When entering comments or replies, you can select who to direct the comments to, and that person will receive an email notifying them that a comment or reply has been posted.

Steps

2. Navigate to Contracts > Contracts > Search Contracts (or Contracts Home if you have the appropriate permissions).

3. Search for and open the contract you want to add a discussion thread to.
### Contract Header

- **Contract Number**: PUR-00605
- **Contract Name**: Home Depot
- **Contract Type**: Purchase of Goods or Services
- **Work Group**: Procurement
- **Keyword**: Search for relevant contracts

### Summary

- **Lifetime Spend (USD)**
- **Uploaded Main Document**

### Contract Parties

<table>
<thead>
<tr>
<th>Name</th>
<th>Currently Visible</th>
<th>Type</th>
<th>Contact</th>
<th>Contract Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME DEPOT</td>
<td>X</td>
<td>Supplier Name (Primary)</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

*Actions available for each contract entry.*
4. In the left menu, select **Comments**.

![Comments Menu](image)

5. Click **Start New Thread**.

![Start New Thread](image)

- Enter a Subject and Message. Alert internal users of a contract comment by adding them to the **Send Notification To** field. Use the type ahead feature or click the icon to search for and select users. They will receive an email notification containing the comment text and a link to the comment thread on the contract, regardless of their user profile settings. However, they need to have access to the contract at the time a message is created to view the contract.
6.  

7. Click **Save**. The message is listed on the Comments page.

8. Individuals selected in the **Send Notification To** field will receive an email indicating that a new contract discussion thread has been posted.
Dear Contract Manager 2,
A new message has been posted on Contract Number: PUR-00605, Home Depot by Kesha Shrestha.

Subject: Start date
Message: The start date has been adjusted.

View Comments

Thank You,

FIU Procurement Services Contract Team

2/21/2020