

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).


Contract Search Results

< > Page 1 of 2 1-20 of 32 Results

Contract Details

PUR-00605
Home Depot

Second Party:	HOME DEPOT	Start Date:	1/30/2020	Version Type:	Original
Contract Type:	Purchase of Goods or Services	End Date:	3/30/2020	Renewal No.:	0
Status:	Draft	Active for Shopping:	No	Amendment No.:	0
				Extension Count:	0



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

PUR-00605
Home Depot

Checked out To: You
Type: Purchase of Goods or Services
2nd Party: HOME DEPOT
Dates: 1/30/2020 - 3/30/2020
Version: Renewal 0, Amendment 0

Total Contract Value (TCV)
TCV: 0.00 USD

Lifetime Spend (USD)
Upload Main Document

Summary

Header ✓

Commodity Codes

Alternative Language (Do ...)

Attachments

Contract Header

Contract Number * PUR-00605

Contract Name * Home Depot

Contract Type * Purchase of Goods or Services

Work Group * Procurement

Summary * test Edit Summary

Parent Contract

Use eSignature for this contract? * Yes No

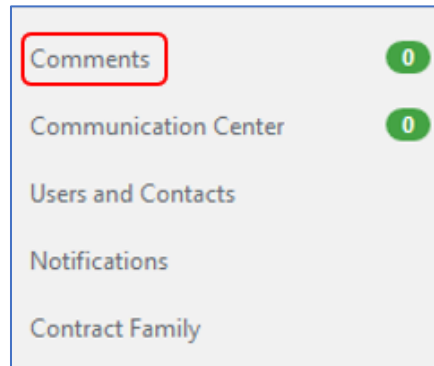
Show on Supplier Portal Yes No Inherit From General Contract Settings -- Current Setting: No

Value

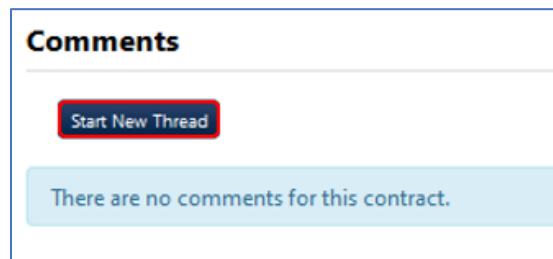
Contract Parties Add Party

Name	Currently Visible	Type	Contact	Contract Address	
The Florida International University Board of Trustees		First Party (Primary)	Herve Menyonga	-	Actions
HOME DEPOT	✗	Supplier Name (Primary)	-	-	Actions

4. In the left menu, select **Comments**.



5. Click **Start New Thread**.



- 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.

New Comment

Subject *

Message *

4967 characters remaining

Send Notification To

* Required

Save Close

- ADDY, DAWN
- FURTON, KENNETH
- NISSEN, BRUCE
- VILLAMOR, ENRIQUE
- ANDERSON, WILLIAM
- QUETGLAS, MARIA
- CEVALLOS, FABIAN
- LANDRUM, JOHN

Search 1,449 More

6.

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

Comments [View XML](#) [History](#) [?](#)

[Start New Thread](#) [Collapse All](#) [Expand All](#)

▼ **Start date**

The start date has been adjusted.

[Edit](#)

Added 2/21/2020 at 4:04 PM by Kesha Shrestha

[Reply to Thread](#)

8. Individuals selected in the **Send Notification To** field will receive an email indicating that a new contract discussion thread has been posted.

FIU Contract <contract@fiu.edu>
To: Roary@fiu.edu



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