### Contract Request Discussions

While the Contract Request is “Under Review” in the approval process, the Discussion Tab on a Contract Request allows the Contract Specialist to request more information from the Contract Requester. The requester can provide additional information about the contract request through discussion threads.

The Requester and Contract Specialist can monitor the page and reply to the thread(s). Users posting messages have the option to notify the Contract Manager or Requester that a new message has been created. If the Contract Manager or Requester has “New Contract Request Discussion Thread” and “New Contract Request Discussion Reply” notifications enabled, they will receive a notification or email that a new message has been posted. (See How to Guides for email and notification setup)

#### Start a Contract Request Discussion Thread

##### Step-by-Step

1. Log in to the Marketplace
2. Navigate to Contracts > Requests > My Contract Requests.
3. Click Filter Contract Requests.
4. Select the checkbox next to each status that applies to the contract requests that you want to display.
5. Click Apply. A list of contract requests that match the filter criteria are displayed.
6. Click the contract request name to open the request.
7. In the left menu, select Discussion. The Discussion Tab opens.
8. Click the Start New Thread button to begin a discussion thread on a contract request.
9. Enter a title for the contract request message in the Subject field.
10. Enter the text of the contract request message in the Message field.
11. Click the Add Attachments button to add files or links to the contract request message.
12. Click Post Message to display a message on the Discussion page.
13. Click the Edit button to change the text of a contract request message or reply.

#### Reply to a Contract Request Discussion Thread

##### Step-by-Step

1. Navigate to Contracts > Requests > My Contract Requests.
2. Click Filter Contract Requests.
3. Select the checkbox next to each status that applies to the contract requests that you want to display.
4. Click Apply. Contract requests that match the filter criteria are listed.
5. Click the contract request name to open the request.
6. In the left menu, select Discussion. The Discussion page opens.
7. Click the Reply To This Thread button on a contract request message to add a reply to it.
8. Enter the text of the contract request message in the Message field.
9. Click Post Message.