Step-by-Step Instructions
Cobblestone Contract Management System

- Log-in to the Cobblestone system [https://ggc.cobblestone.software/Core/](https://ggc.cobblestone.software/Core/)
- Hit the dropdown beside contracts at the top of page
- Select submit contract
- Choose type of contract and hit continue
- Add company (if not already in system) (you can check the dropdown list under vendor/agreement with to see if vendor is already in system)
  - Hit add company – enter company name- hit refresh & save
- **Details:** All fields with an * are required
  - Vendor/Agreement with: Whoever the agreement is with
  - Contract Type: Will automatically be populated from the first screen
  - Contract Title: Could be many things (whatever is listed at the top of the agreement)
  - Contract Purpose: Short explanation of the purpose of the contract
  - Status: This will say legal review to begin with and will update as your contract moves through the approval process.
  - Term/Occurrence: Is this a single occurrence, multiple dates, short term or a yearlong agreement (3yr long is ONLY for non-monetary agreements. The only exception to this is if you upfront the cost for multiple years)
  - Technology or Software: Choose yes if your contract is for technology or software and no if not.
  - Foundation Building: If your contract involves a foundation property choose which one from the dropdown or choose N/A if it doesn’t apply.
  - Renewal Notes: Most monetary agreements can be renewed up to 4 times after the original contract is put in place. In this section, you can count down how many renewals you have remaining (ex: 3 renewals remaining).
- **Dates**
  - Effective Date: List the date that the contract will begin (this date can be updated if necessary, later)
  - Expiration Date: List the date the contract will expire
  - Contract Notify Days: This section will be defaulted to 90 days (you may change this information to a longer timeframe if you wish) (this box will not appear for speaker, performance, and facility-use contract types)
  - Expiration Warning Date: Don’t enter anything here. This information automatically populates on the next screen. (this box will not appear for speaker, performance, and facility-use contract types)
- **Financial/Budgetary**
Budget Fiscal Year: Proper fiscal year.
Department ID (Budget Account No): The budget account the cost will-be-spent from. (if this doesn’t apply to your contract leave blank)

**Record info section:**
You won’t need to enter anything here.

- Hit save and continue
- On the next screen scroll down to files/attachments section and upload your agreement.
- An alert will be listed at the top of the page as a reminder to attach the necessary documents. *It’s important to remember to attach your contract to the record so the review/approval process isn’t delayed*

**Note:** Please logout of the system once you have completed the submission of your contract (We have concurrent licenses and only a certain number of people can be in the system at one time)