

Step-by-Step Instructions

CobbleStone Contract Management System

Please send your agreement to contracts@ggc.edu to be reviewed and/or redlined before submitting in Cobblestone if the contract is from an outside party. Once the contract has been finalized, you will follow the instructions below.

If you are using a GGC form contract, please fill out the contract and have the vendor sign first before submitting in Cobblestone for approvals and signature.

- Log-in to the Cobblestone system <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 vendor/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 the plus sign – enter company name – choose yes for active – save & continue
- **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 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**
 - Contract Amount: The cost for the contract. Put zero if non-monetary.
 - 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. (contracts need to be in pdf format)
- 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***

Notes:

- **Don't choose facility-use as your contract type**
- **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)**

Below is an example of the email alert you will receive after your contract has been signed by Bruce.

A new contract is ready for review. Please see task alert below:

Task Name: New Contract Signed

Employee Assigned To: Smith, Jane

End/Due Date: Jan 31 2020

Notify Days: 15

Details: The contract below has been signed internally. Please review and send to the counter-party for signature, if required. After all parties have signed, upload the executed contract and "Approve" the task.

Notes:

Amount: 250.00

Contract ID: 50

Task ID: 011

Days Left to Task End Date: 15

Contract Details Record Information:

Contract Title: Vendor Agreement

Vendor / Agreement with: Cobblestone Systems

Employee: Smith, Jane

Effective Date: Jul 06 2020

Expiration Date: Jul 10 2020

Annual Review Date:

Department/Business Unit: Student Affairs

Contract Purpose: Fun events for students

Status: Awaiting Counter Signature

Renewal Notes:

Term/Occurrence: Multiple Dates

Contract ID: 50

Updated By:

[Approve](#)

[Reject](#)

To view this event visit:

<https://ggc.cobblestone.software/core/default.aspx?navto=TaskDetails.aspx?ID=194>

(This link allows you to view the task page.)

To view this event's contract record visit:

<https://ggc.cobblestone.software/core/default.aspx?navto=ContractDetails.aspx?ID=78>

(This link allows you to view the complete contract record including all attachments.)

Record's Files & Attachments		
File Name	File Type	Date Uploaded
Signed vendor agreement	.pdf	1/16/2020
Vendor agreement	.pdf	12/11/2019

(These will be links to the documents attached to your contract record.)

Please log in and review this alert.

<https://ggc.cobblestone.software/Core/>

Note: If your contract has already been signed by the counter-party, approve the task and your contract will update to active status. If your contract hasn't been signed by the counter-party, obtain the counter-signature and then upload the fully executed contract to your contract record. After you have uploaded the fully executed contract, approve the task and the contract status will update to active.