How to Enter a Contract Request in Cobblestone Contract Management

Log in to Cobblestone

- Go Eastern CT website; select Faculty Staff; Select Campus Resources, Select Purchasing
- Select Contract/PSA Request – The Cobblestone Template Should Open
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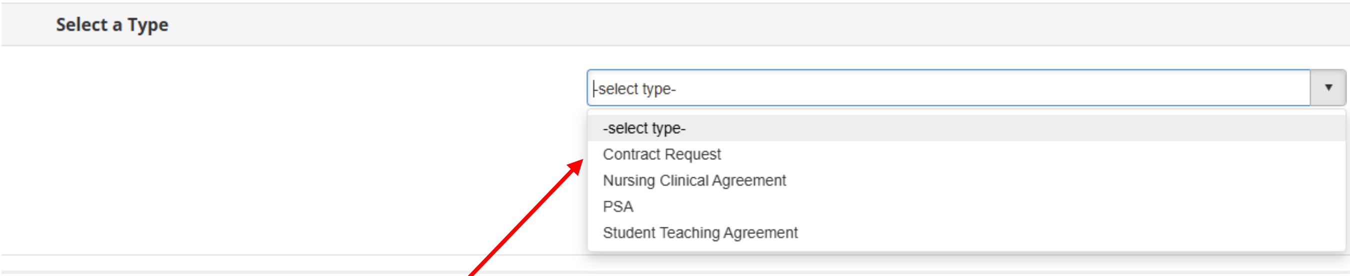
- Sign in using your Eastern credentials if prompted
- This will bring up a screen: My Dashboard

Access the Contract Request Form

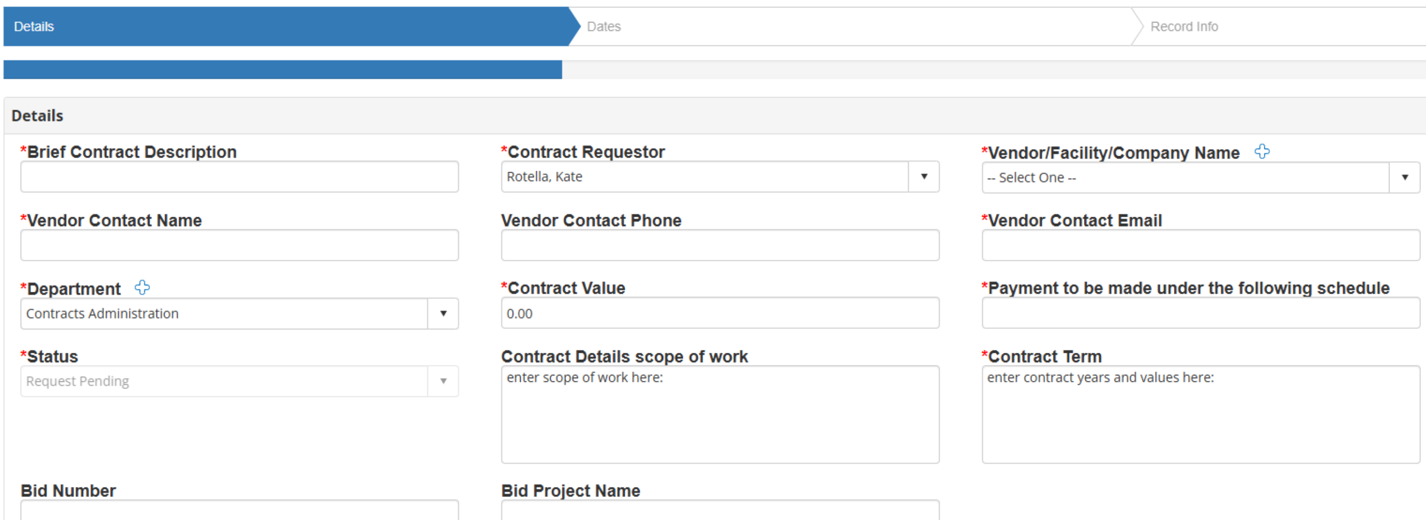
From the **Main Menu**, **select Add Request** **You will move to the Add a New Request Record Screen**

Select the type of Request you are making- from the drop-down menu:



Select Contract Request

Click Continue



Fill in Contract Details

Brief Contract Description: Example - Marketing Services for Eastern Connecticut State University

Contract Requestor: Your name—If it should be another employee you can add it manually

Vendor/Facility Name/Company Name: Company Name

If the vendor is not in the list—select "New Vendor Not in List" Two new boxes will open where you can enter the new vendor's name

Vendor Contact Name: Fill in the name of the person who you will work with

Vendor Email: Contact Email

Department: Select your department

Contract Value: Amount of Contract

Payment to be made under the following Schedule: How is the vendor requesting payment Is it monthly, quarterly, after project completed etc.

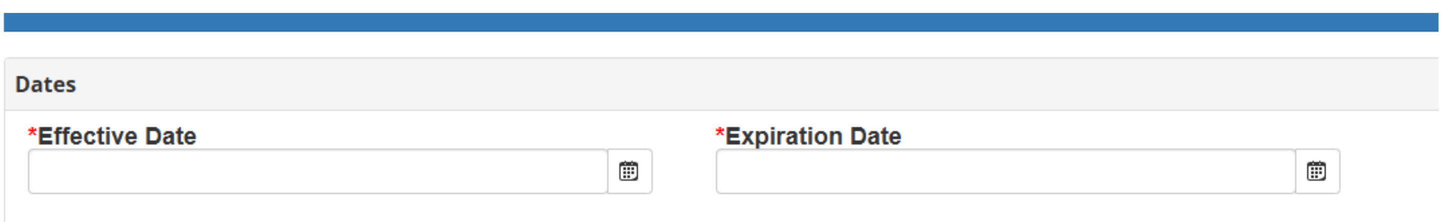
Status: will prepopulate

Contract Details/Scope of work: This is the more detailed area of what the contract is for.

Bid Number and Bid Project Name: Fill in if this is applicable

Hit the NEXT Button

Fill in Signatory on the contract, Name Email and Title



Contract Dates: Effective Date and Expiration Date

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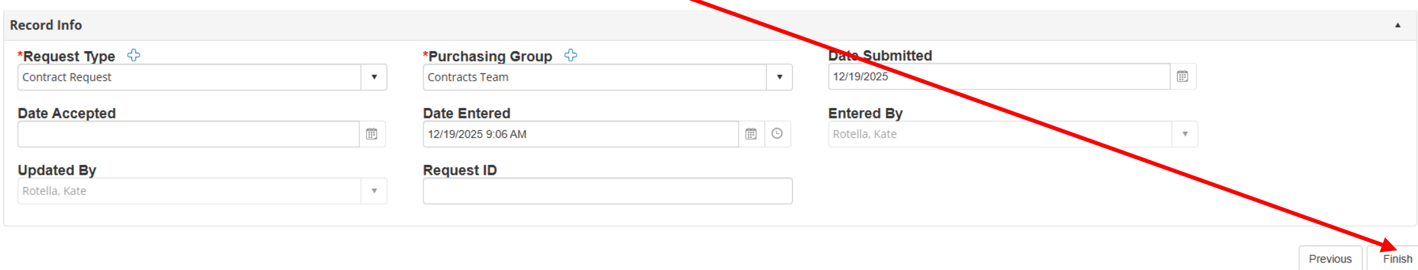
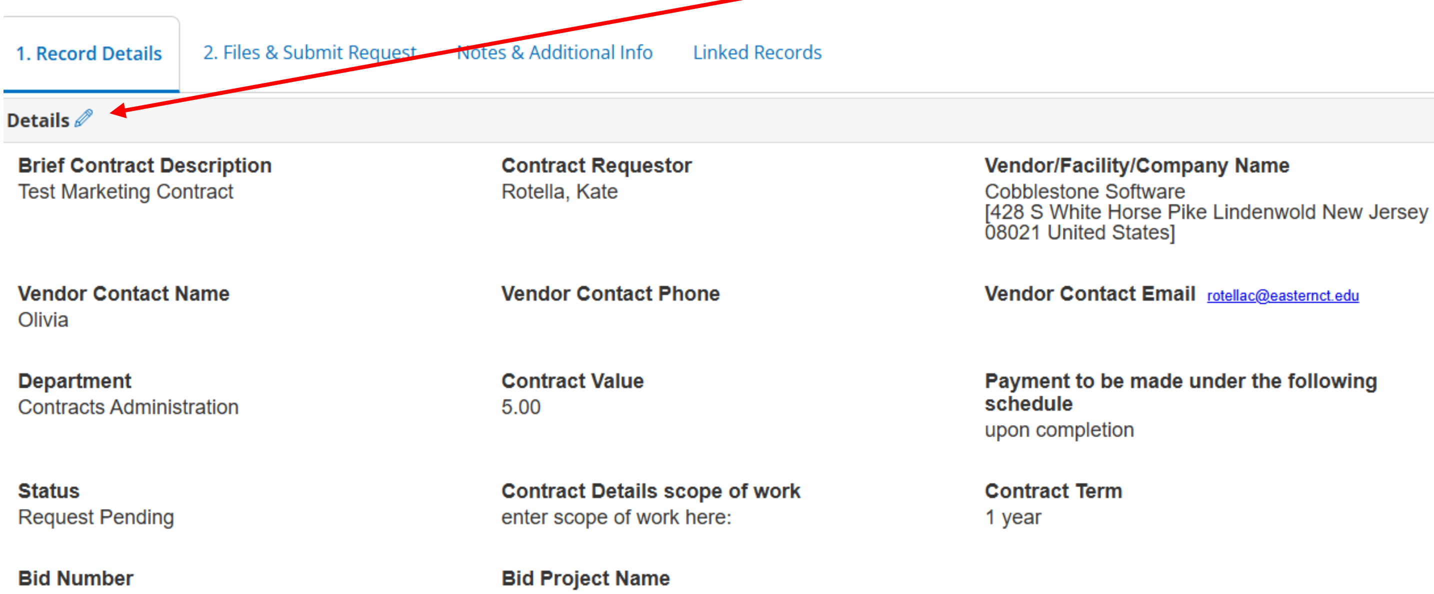
Hit the NEXT Button

This is just a review screen hit Finish



The next screen is a review of all the details you entered for the request

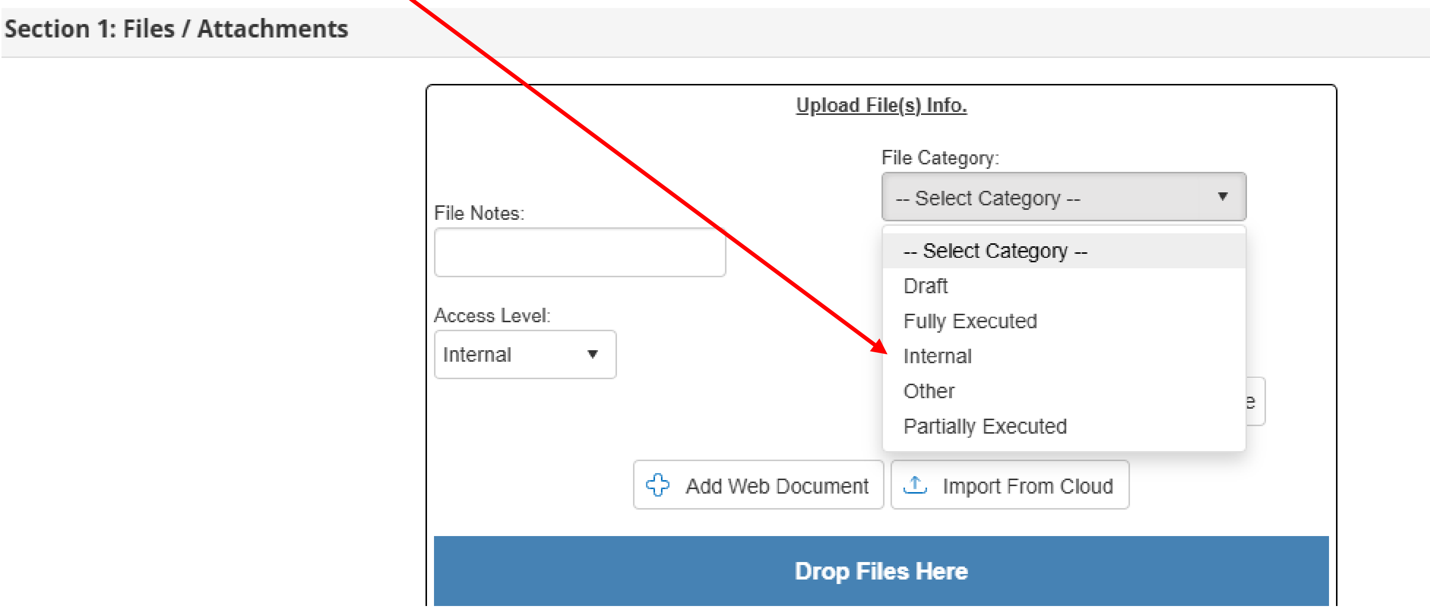
Tab 1 Record Details – Review. If you need to edit just click the pencil icon



Click Tab 2: Files and Submit Request

Section 1

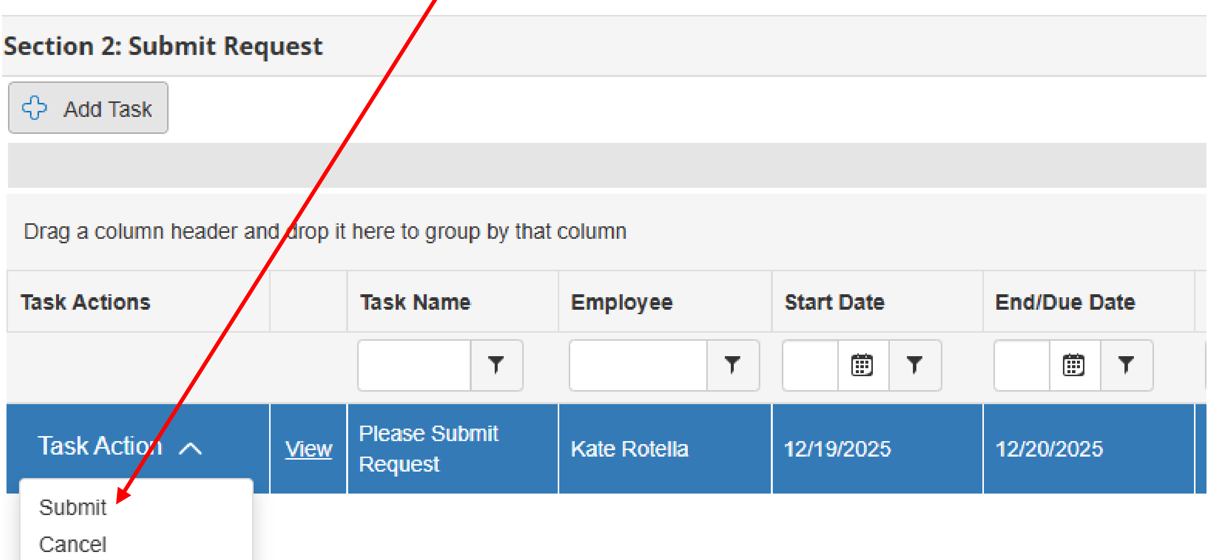
File Category will be Internal



Attach all relevant documentation, ex. W9, Scope of Work, Quote, etc.

Section 2: Submit Request

Task Action drop down **Click submit you are now done**



On your dashboard your pending requests should have the contract request you submitted, and you can track the progress