

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



- 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 a Type

-select type-

-select type-

Contract Request
Nursing Clinical Agreement
PSA
Student Teaching Agreement

Select Contract Request

Click Continue

Details Dates Record Info

Details

*Brief Contract Description <input type="text"/>	*Contract Requestor <input type="text" value="Rotella, Kate"/>	*Vendor/Facility/Company Name <input type="text" value="-- Select One --"/>
*Vendor Contact Name <input type="text"/>	Vendor Contact Phone <input type="text"/>	*Vendor Contact Email <input type="text"/>
*Department <input type="button" value="+"/> <input type="text" value="Contracts Administration"/>	*Contract Value <input type="text" value="0.00"/>	*Payment to be made under the following schedule <input type="text"/>
*Status <input type="text" value="Request Pending"/>	Contract Details scope of work <input type="text" value="enter scope of work here:"/>	*Contract Term <input type="text" value="enter contract years and values here:"/>
Bid Number <input type="text"/>	Bid Project Name <input type="text"/>	

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

Details

Contacts for Agreement Execution

Dates

Record Info

Vendor/Facility/Company Signatory Name

Vendor/Facility/Company Signatory Email

Vendor/Facility/Company Signatory Title

Fill in Signatory on the contract, Name Email and Title

Dates

*Effective Date

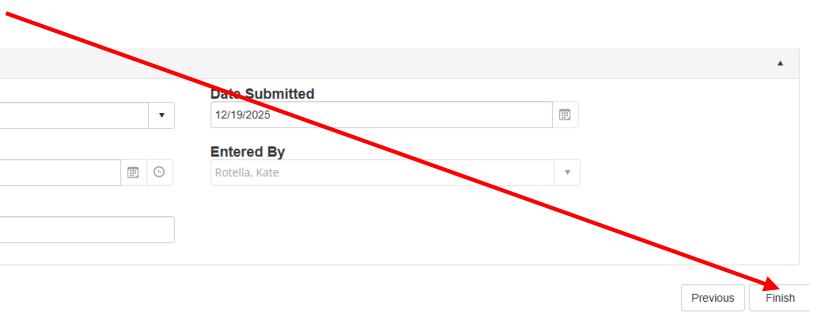
*Expiration Date

Contract Dates: Effective Date and Expiration Date

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Hit the NEXT Button

This is just a review screen hit Finish

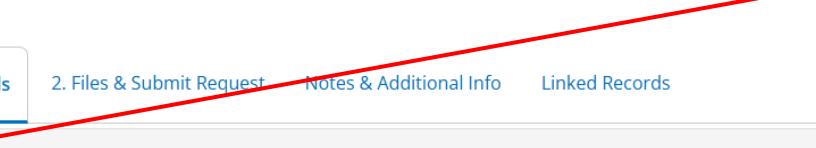


Record Info		
*Request Type	*Purchasing Group	Date Submitted
Contract Request	Contracts Team	12/19/2025
Date Accepted	Date Entered	Entered By
	12/19/2025 9:06 AM	Rotella, Kate
Updated By	Request ID	
Rotella, Kate		

Previous **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



1. Record Details	2. Files & Submit Request	Notes & Additional Info	Linked Records
Details 			
Brief Contract Description Test Marketing Contract	Contract Requestor Rotella, Kate	Vendor/Facility/Company Name Cobblestone Software [428 S White Horse Pike Lindenwold New Jersey 08021 United States]	
Vendor Contact Name Olivia	Vendor Contact Phone	Vendor Contact Email rotellac@easternct.edu	
Department Contracts Administration	Contract Value 5.00	Payment to be made under the following schedule upon completion	
Status Request Pending	Contract Details scope of work enter scope of work here:	Contract Term 1 year	
Bid Number	Bid Project Name		

Click Tab 2: Files and Submit Request

Section 1

File Category will be Internal

Section 1: Files / Attachments

Upload File(s) Info.

File Notes:

Access Level:

File Category:

-- Select Category --
Draft
Fully Executed
Internal
Other
Partially Executed

Drop Files Here

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**

Section 2: Submit Request

Drag a column header and drop it here to group by that column

Task Actions	Task Name	Employee	Start Date	End/Due Date
<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Task Action <input type="button" value="^"/>	<input type="button" value="View"/>	Please Submit Request	Kate Rotella	12/19/2025

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

Select Dashboard: Requestors Dashboard (▼)

