

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 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

*Contract Requestor

Rotella, Kate

*Vendor/Facility/Company Name

-- Select One --

*Vendor Contact Name

Vendor Contact Phone

*Vendor Contact Email

*Department

Contracts Administration

*Contract Value

0.00

*Payment to be made under the following schedule

*Status

Request Pending

Contract Details scope of work

enter scope of work here:

*Contract Term

enter contract years and values here:

Bid Number

Bid Project Name

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

Contacts for Agreement Execution

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

Contract Request

*Purchasing Group

Contracts Team

Date Submitted

12/19/2025

Date Accepted

Date Entered

12/19/2025 9:06 AM

Entered By

Rotella, Kate

Updated By

Rotella, Kate

Request ID

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 Details2. Files & Submit RequestNotes & Additional InfoLinked 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:

Internal

File Category:

-- Select Category --

-- Select Category --

Draft

Fully Executed

Internal

Other

Partially Executed

+ Add Web Document

Import From Cloud

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

+ Add Task

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

Task Actions	Task Name	Employee	Start Date	End/Due Date
<div>Task Action</div> <div>Submit</div> <div>Cancel</div>	Please Submit Request	Kate Rotella	12/19/2025	12/20/2025

[DOCUMENT TITLE] | 12/23/2025

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

Select Dashboard: Requestors Dashboard (9 ▼


Add Request

My Contracts

Pending Requests
4

Drafting Contracts
3

Active Contracts
86