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- If you need access to CobbleStone or help at any time, please email contracts@ggc.edu.

SUBMITTING A NEW CONTRACT

- Click the "Submit New Contract" tile on your dashboard or select "Submit New Contract" from the dropdown under "Contracts" at the top of the webpage.
- Choose type of contract and hit continue.
- Check the dropdown list under "Vendor/Agreement with" to see if vendor is already in the system. If they are not, you can add vendor/company by doing the following:
 - Hit the plus sign next to "Vendor/Agreement with".
 - Enter company name and any details you have.
 - Choose yes under "Active".
 - Hit save & continue.
- **Details:** All fields with an * are required
 - Vendor/Agreement with: Enter the name of whoever the agreement is with.
 - Contract Type: This will automatically be populated from the first screen.
 - Contract Title: Enter the title of the contract – often listed at the top of the document.

description should help approvers in the process to get an idea of what this contract is for.

- Status: This will say legal review to begin with and will update as your contract moves through the approval process.
- Term/Occurrence: Select the appropriate term (1 Year, 3 Year, 5 Year, Multiple Dates, Short term, Single Date). All monetary contracts should be a term of 1 year or less, unless specific exceptions are met.
- 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).

- Foundation Building: If your contract involves a foundation property choose which one from the dropdown or choose N/A if this does not apply.
- Technology or Software: Choose yes if your contract is for technology or software and no if not. If you are questioning what to answer, ask yourself whether this contract should be reviewed by the IT Department. If it should, select yes.
- **Dates:**
 - Effective Date: List the date that the contract will begin. This date can be updated later, if necessary. ~~XXXXXX~~

- **Notification of GGC signature:** You will receive an email alert after your contract is signed by the appropriate GGC individual. An example of this alert is attached to these instructions.
 - If the contract has not been signed by the other party, obtain the counter-signature and then upload the fully executed contract to the contract record in CobbleStone. After you have uploaded the fully executed contract, approve your final task.
 - If the contract has already been signed by the other party, approve your final task.
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Below is an example of the email alert you will receive after your contract has been signed.

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

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.