New Amendment to a Contact Record

To create an amendment in Cobblestone go to the Contract record
- Select the View link next to the appropriate contract
- You can also search for the record in the search bar at the top of the screen. Use the number only. Example: 85741

Once in the contract record, select the **Amendments** tab
- Click the Add button

Amendment Details

- Enter the information for all the red asterisk fields
- Click save and Continue (the page will not move forward if all required fields are not completed)

Details

*Amendment Number	*Amendment Description	*Effective Date
Start typing... ▼		🗓
New Expiration Date	**Amendment Status**	***Property or Equipment Lease?**
🗓	Pending ▼	No ▼

Financial/Budgetary

*Amendment Amount	Contract Amount (Before Amendment)	*Amendment Contains Grant Funds?
	0	Start typing... ▼
***Amendment is Federally Funded?**	**Grant Number**	**Fund**
Start typing... ▼		
Contract Contains Grant Funds?	**Contract is Federally Funded?**	***Financial Impact**
No ▼	No ▼	Zero Dollar ▼

Record Info

Date Entered	Entered By	Updated By
1/24/2025 10:09 AM 🗓 🕐	Kreger, Erica ▼	Kreger, Erica ▼
AmendmentsID	**Contract_ID**	**ContractTypeID**
	96117	100

After you save, you will be routed to the main page. Select the **Attachments & Templates** tab

- Upload the Contract Approval Form ("CAF"), Amendment, and any other documents needing review from Purchasing & Contracting
  - Please ensure the file naming convention is simple (for example, "CAF" or "Amendment 1" or "Email approval")
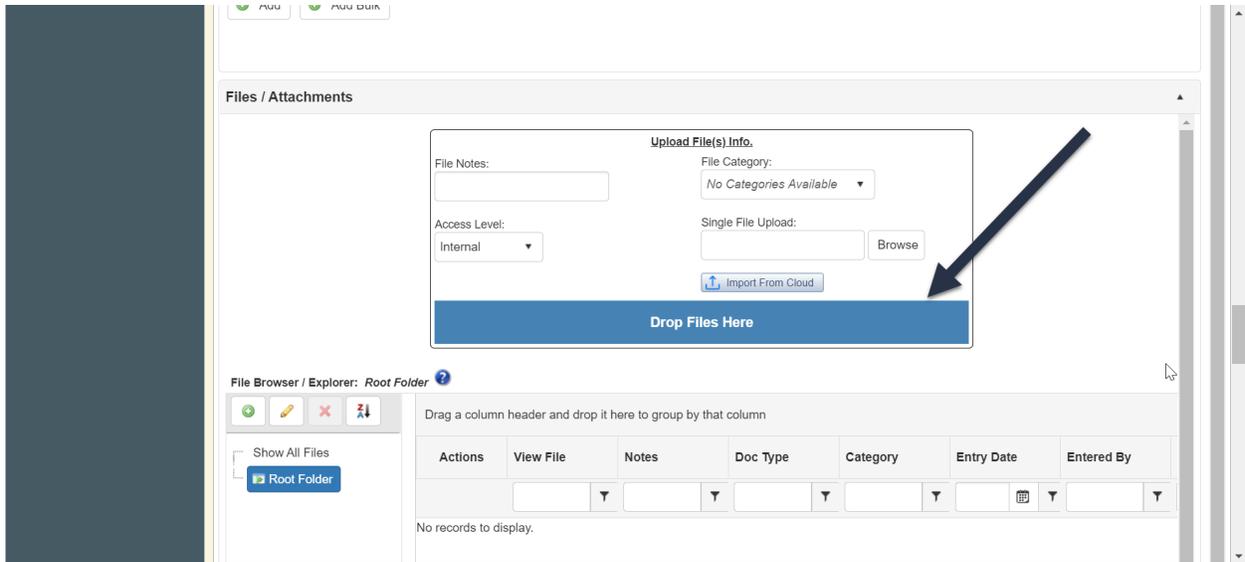
These two areas show upload is successfully completed
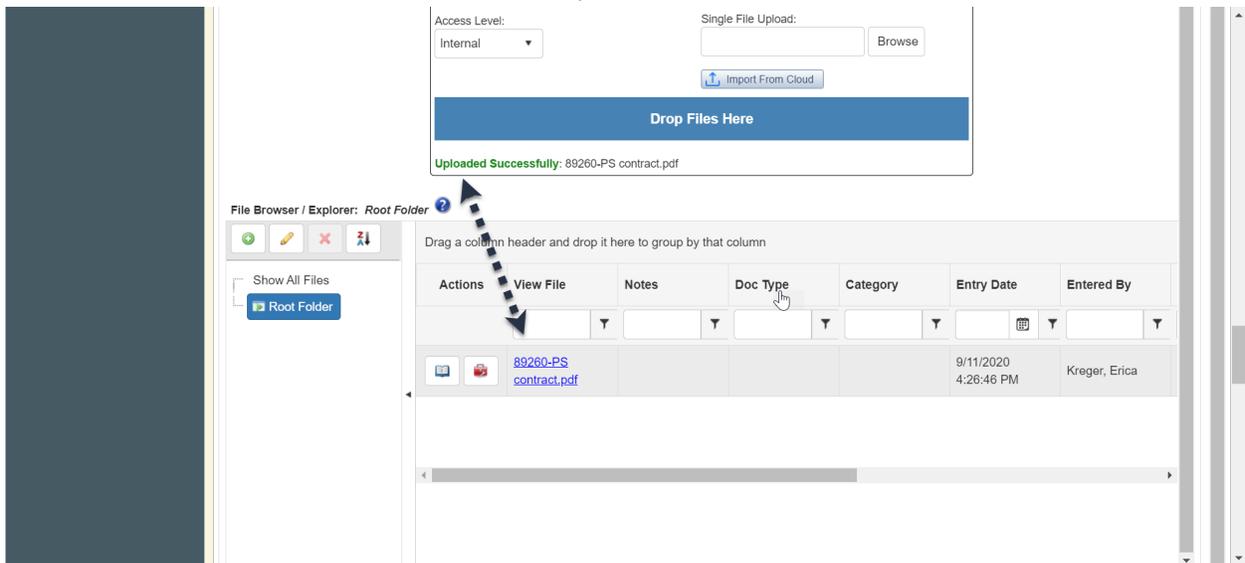
Now select the **Tasks & Emails** tab at the top of the page
- Click on the Take Action button on the left side of your task
- When it drops down, select "Approve"
- When asked, "Are you sure you want to approve this task?" Select OK

Tasks and Workflows

[+ Add Task]

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

Task Actions		Task Name	Employee
		[▼]	[▼]
	View	Auto Update Contract Status	Purchasing Email
	View	Auto Update Status - Contract Analyist Review	Purchasing Email
	View	Contract Submission	Kellie Lindstrom
	View	Contracts Team Intake	Contracts Team
	View	Contract Analyst Review	Brandon Niles
Task Action ⌃	View	Signatures Required	Erica Kreger

Once you have approved the task, you will see that it has been submitted to the Contracts Team in Purchasing & Contracting to start the intake process

Tasks, E-mails, Workflow, Alerts ▲

[⊕ Add Task]   [✖ Bulk Delete]

☐ Show Auto Complete Tasks

1 task

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

	Task Name	Employee	Start Date	End/Due Date	Notify Days	Alert Date	Status	Date Complete
	[▼]	[▼]	[▦][▼]	[▦][▼]	[▼]	[▦][▼]	[▼]	[▦]
View	Contract Submission	Erica Kreger	9/11/2020	9/13/2020	2	9/11/2020	Task Complete	9/11/2020
View	Contracts Team Intake	Contracts Team	9/11/2020	9/16/2020	5	9/11/2020	Open	

Notes, Comments, Diary Log ▲

Enter Notes Below and/or optionally enter a subject:

[note subject]

You can check the status of your contracts on your dashboard under the **My Pending Amendments** drop down

If you forget to include information or attach your signed CAF or amendment, the Contracts Team will reject your new amendment submission. You will receive an email notification and a new task ("Contracts Team Rejected") on your dashboard. Click on "View Contract" from your dashboard and complete the record as requested. When finished, "Approve" your task in the **Tasks & Emails** tab to submit the contract record back to the Contracts Team.