

New Amendment to a Contract 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

The screenshot shows the Portland Public Schools (PPS) Cobblestone dashboard. At the top, there's a search bar and a navigation menu. The main section is titled "My Dashboards" and contains four summary cards: "Contract Amount" (8,466,214.18), "Count" (4), "Contracts: Total Contract Amount" (2,063,960,691.59), and "Contracts: Total Count" (1534). Below these is a section for "My Open Contract Tasks" and "My Active Contracts (Assigned as Contract Manager or Department Contact)". The active contracts section includes "Export" and "Update" buttons, a "Total Record Count: 4" indicator, and a table of contracts. The table has columns for "View Contract ID", "Contract Number", "Legacy Contract Number", "Contractor/Vendor", "Contract Title", and "Type Name". One contract is listed with the number DR85741 and the title "Cobblestone contract management software". A "View" button is next to the contract number. The table also includes pagination controls showing page 1 of 1 and a page size of 25.

View Contract ID	Contract Number	Legacy Contract Number	Contractor/Vendor	Contract Title	Type Name
View	DR85741	SW68640	CobbleStone Software	Cobblestone contract management software	Digital Resource Software (DR)

Once in the contract record, select the **Amendments** tab

- Click the Add button

The screenshot shows the "Amendments" tab selected in the Cobblestone interface. The tab is highlighted with a blue border. Below the tab, there's a section titled "Amendments" with four buttons: "Add" (yellow), "Add Bulk" (blue), "Import Record(s)" (blue), and "Export Record(s)" (blue).

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 <input type="text" value="Start typing..."/>	*Amendment Description <input type="text"/>	*Effective Date <input type="text"/>
New Expiration Date <input type="text"/>	Amendment Status <input type="text" value="Pending"/>	*Property or Equipment Lease? <input type="text" value="No"/>
Financial/Budgetary		
*Amendment Amount <input type="text"/>	Contract Amount (Before Amendment) <input type="text" value="0"/>	*Amendment Contains Grant Funds? <input type="text" value="Start typing..."/>
*Amendment is Federally Funded? <input type="text" value="Start typing..."/>	Grant Number <input type="text"/>	Fund <input type="text"/>
Contract Contains Grant Funds? <input type="text" value="No"/>	Contract is Federally Funded? <input type="text" value="No"/>	*Financial Impact <input type="text" value="Zero Dollar"/>
Record Info		
Date Entered <input type="text" value="1/24/2025 10:09 AM"/>	Entered By <input type="text" value="Kreger, Erica"/>	Updated By <input type="text" value="Kreger, Erica"/>
AmendmentsID <input type="text"/>	Contract_ID <input type="text" value="96117"/>	ContractTypeID <input type="text" value="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”)

Files / Attachments

Upload File(s) Info.

File Notes:

Access Level:

File Category:

Single File Upload:

Drop Files Here

File Browser / Explorer: Root Folder

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

Actions	View File	Notes	Doc Type	Category	Entry Date	Entered By

No records to display.

These two areas show upload is successfully completed

Access Level:

Single File Upload:

Drop Files Here

Uploaded Successfully: 89260-PS contract.pdf

File Browser / Explorer: Root Folder

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

Actions	View File	Notes	Doc Type	Category	Entry Date	Entered By
					9/11/2020 4:26:46 PM	Kreger, Erica

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
		<input type="text"/>	<input type="text"/>
View		Auto Update Contract Status	Purchasing Email
View		Auto Update Status - Contract Analyst 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:

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

My Pending Amendments (Assigned as Contract Manager or Department Contact)									
 Export		 Update		Total Record Count: 1					
  1  		Page size: 25							
View Contract_ID	View System Contract ID	Contract Number	Legacy Contract Number	Amendment Status	Contract Title	Amendment Number	Amendment Description	Company Name	Type Name
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View	View	MSTR96403		Contracts Team Review	Master-gardening for schools	1	test	Grow Portland	Master Contract (MSTR)

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.