



Contracts Workshop

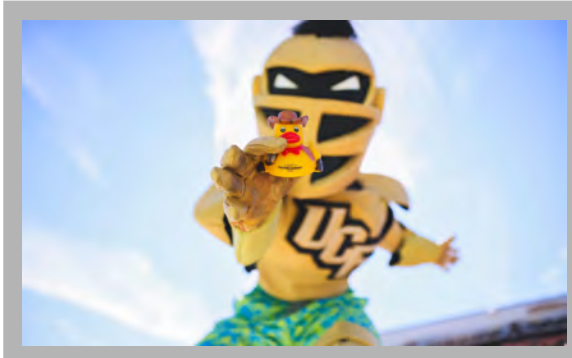
Presented By:
UCF Office of the General Counsel

OPEN COBBLESTONE

- From <https://contracts.aa.ucf.edu>

OR

<https://generalcounsel.ucf.edu/>



Scroll to the Bottom of the Homepage:
Locate the **Resources** section and select
Cobblestone.

Log In Using Single Sign-On (SSO)

You will be automatically directed to the
Cobblestone homepage upon
authentication.



LOCATE AND SUBMIT CONTRACTS IN COBBLESTONE

MY DASHBOARDS

- Contracts Requiring My Action
- My Contracts
- My Executed Contracts

University of Central Florida

Search

My Dashboards

Select Dashboard: All Employees (System)

Upload Your Contract into Cobblestone

Cobblestone Contracts Guide

Cobblestone Frequently Asked Questions

Submit Frequently Asked Questions

Contracts Requiring My Action

Export Update

Total Record Count: 2

Page size: 25

VIEW CONTRACT ID	TITLE	NON UCF PARTY
View	TEST Contract 2	
View	Knights	

Page size: 25

My Contracts

Export Update

Total Record Count: 42

Page size: 10

VIEW CONTRACT ID	TITLE	TITLE	TITLE
View	TEST Contract 2	Addendum	
View	Plug & Play, LLC - Founding Anchor Agreement	Agreement	Plug & Play, LLC
View	"EXPEDITE" Verio Systems, Inc. - Cloud Services Agreement	Software License Agreement	
View	Test - Mears Contract	Agreement	MEARS TRANSPORT
View	2nd Amendment - Adventist Health System/Sunbelt, Inc. dba AdventHealth	Amendment	
View	MOA between DIU for the US Dept. of Defense and UCF	Master Agreement	
View	SHINE TV Location Release	Agreement	
View	Crowe LLP - Professional Services for UCF Stadium Corp. 2024	Agreement	
View	"TEST CONTRACT" Knights Major Exploration and Transition Center - 2025 Welcome Expo Vendor Contract, OGC Template	Agreement	
View	Test Contract - AVR, Planning, Design & Construction Review (Ben Davis)	Agreement	

Page size: 10

My Executed Contracts

Export Update

Total Record Count: 33

Page size: 10

VIEW CONTRACT ID	TITLE	NON UCF PARTY
View	Plug & Play, LLC - Founding Anchor Agreement	Plug & Play, LLC
View	2nd Amendment - Adventist Health System/Sunbelt, Inc. dba AdventHealth	
View	MOA between DIU for the US Dept. of Defense and UCF	
View	SHINE TV Location Release	
View	Crowe LLP - Professional Services for UCF Stadium Corp. 2024	

SEARCH CONTRACTS

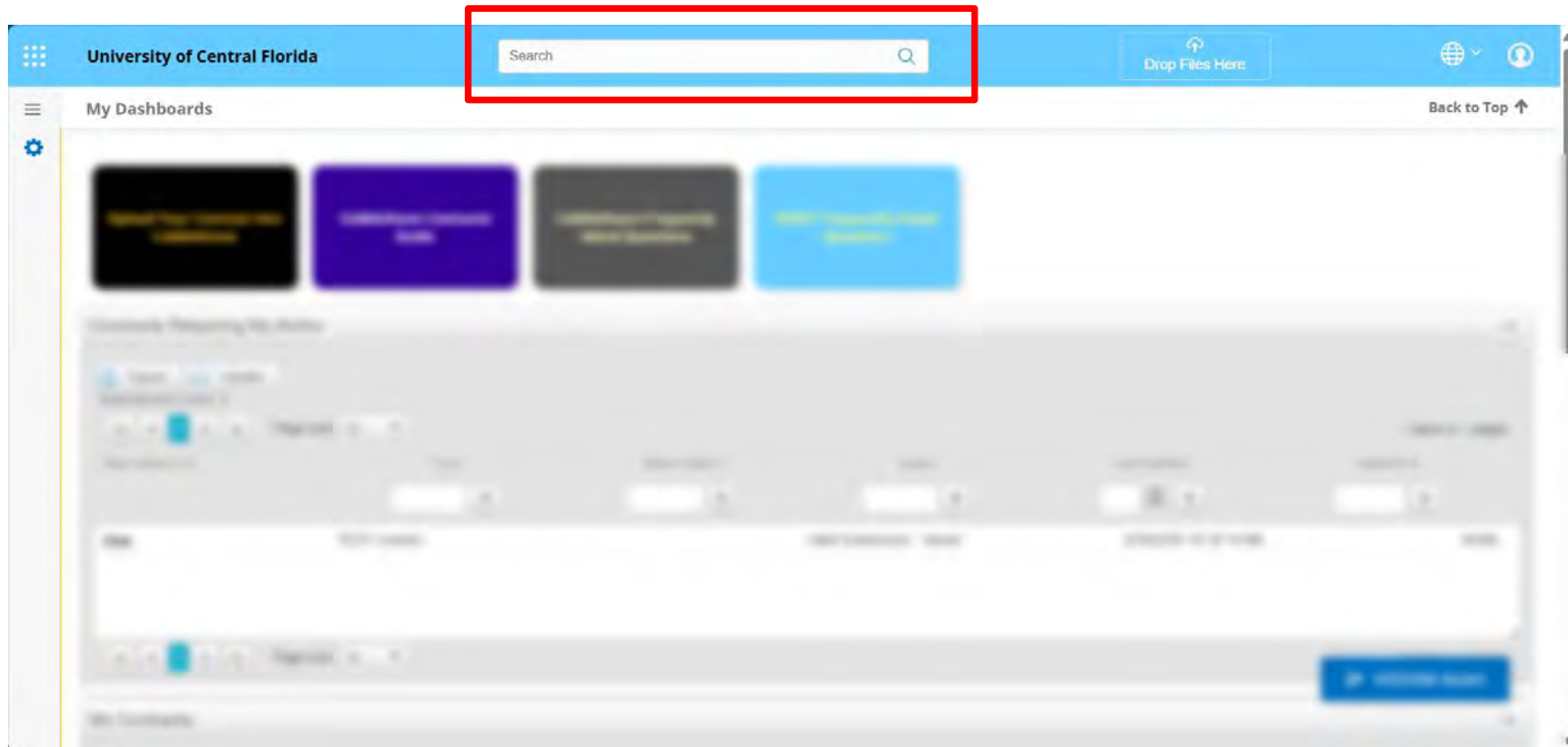
Search by Contract Title or Contract ID

 **University of Central Florida**




Drop Files Here

SEARCH CONTRACTS



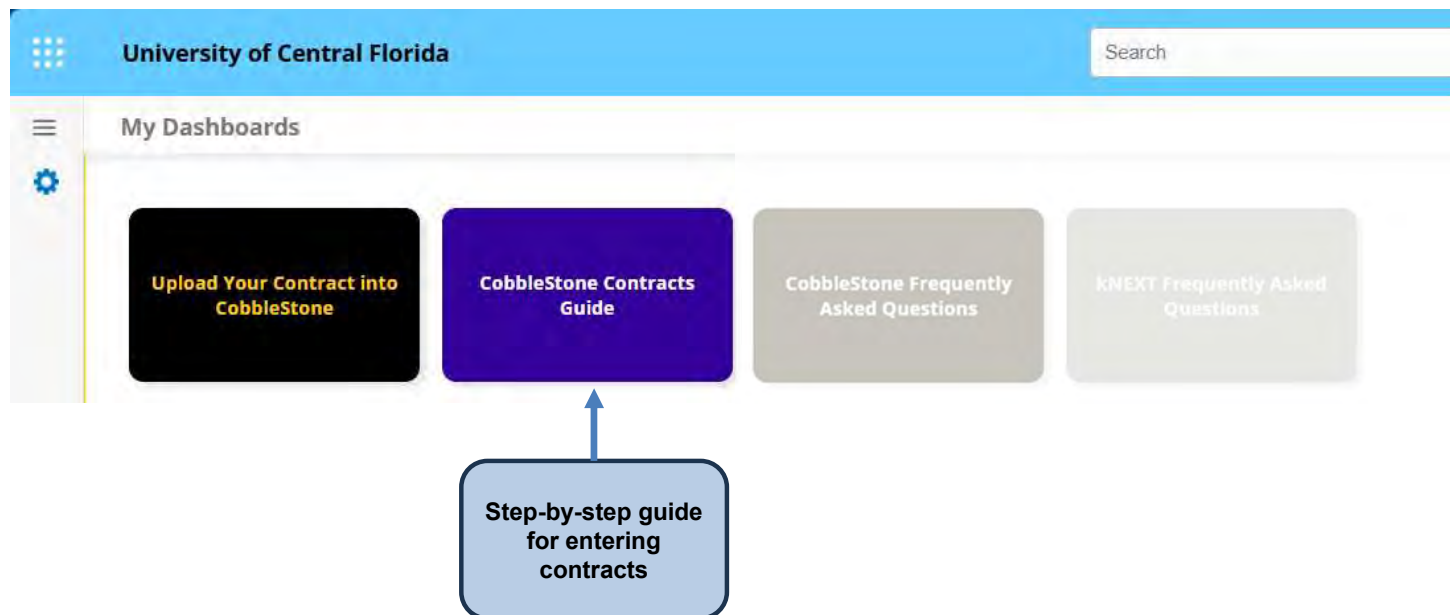
ACTION BUTTONS



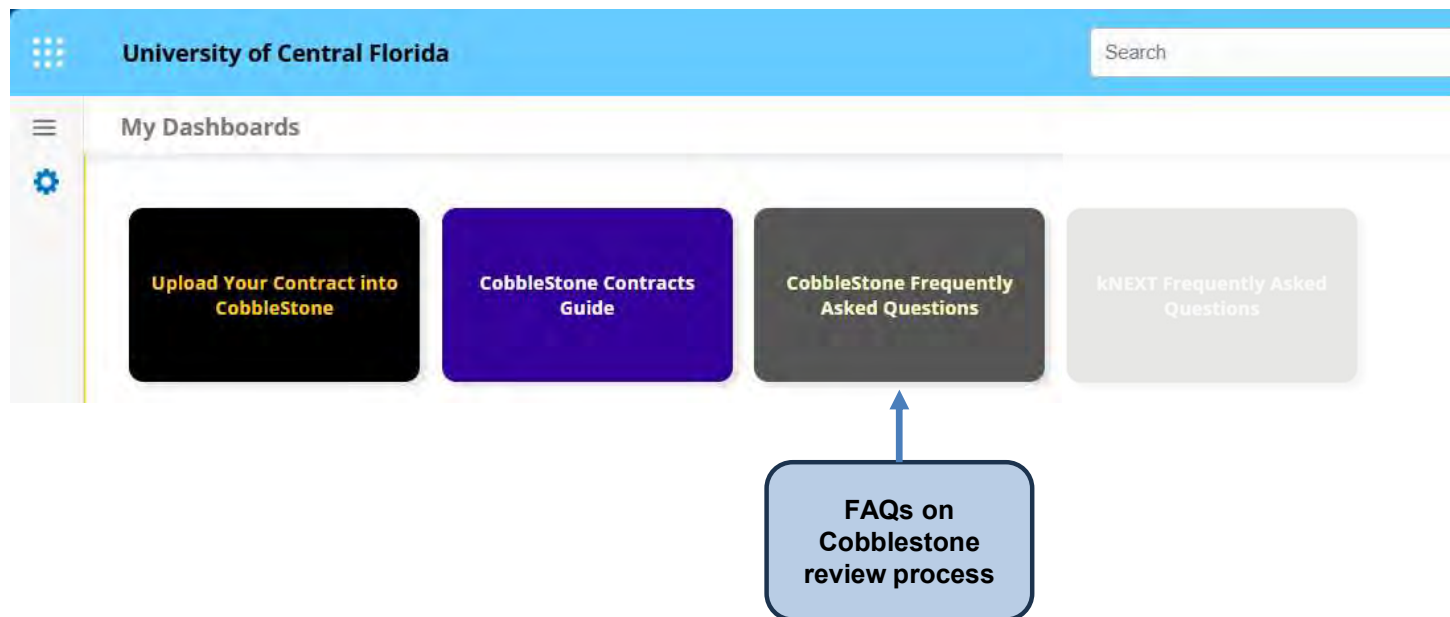
ACTION BUTTONS



ACTION BUTTONS



ACTION BUTTONS



CobbleStone FAQ's

Question	Response
How do I reactivate my account after 60 days of not logging into Cobblestone?	Cobblestone automatically deactivates an account after 60 days of inactivity. To restore your account, please contact contracts@ucf.edu .
Are there any guidelines or policies I need to follow when submitting a contract request?	Please refer to the UCF's policies and procedures guidelines for contract submission and signature authority under policies.ucf.edu. • Contract review policy 2-102 • Signature Authority policy 2-107 Information can also be found under the General Counsel website at Contract Information and Procedure - UCF General Counsel
How do I submit a contract for initial review?	In Dashboard #1 - Contract Overview – field question “Submit contract?” (No to Save or Yes to Submit), please change the selection from “No” to “Yes.” This will advance the contract to the next stage.
Can I make changes to my contract request after submission?	Yes, you can make changes to the record after submission if the contract is under requestor review, or if someone from the legal or kNext contracts team has requested supporting documentation or edits. Contracts cannot be changed once they are fully executed and signed.
How will I be notified when my contract request is approved or denied?	A notification via email from CobbleStone will be sent. Also check the status of your record on your CobbleStone dashboard.
What should I do if my contract request is denied?	If your contract request is denied, please go to the Notes/Comment section located at the bottom of the contract record. Reach out to the appropriate parties who reviewed the contract in CobbleStone and coordinate accordingly.
Can I track the status of my contract request in CobbleStone	Yes, if you are listed as the “Requestor”, the contract status is on the dashboard called “Contracts Requiring My Action” under “Status”
How do I access previously submitted contract requests?	Previously submitted contract requests can be found on the user's dashboard page under “My Contracts.” This is the last dashboard located at the bottom of the home screen. Contracts submitted by others can be searched for by utilizing the search bar at the top of the Cobblestone page.
How do I report technical issues with CobbleStone?	Technical issues should be reported to contracts@ucf.edu or call the General Counsel's office line at 407-823-2482.

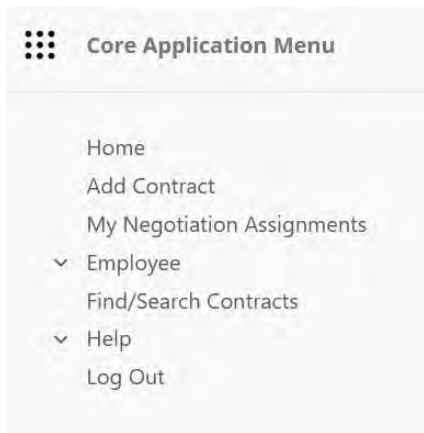
ACTION BUTTONS



kNEXT FAQ's

Question	Response
What is a Procurement Contract?	A contract whereby the university, DSO, or other related entity is engaged in the acquisition of commodities, services, or licenses whether by rent, lease, installment, or outright purchase or a contract associated with, preliminary to, or necessary for such acquisitions.
Does a supplier need to be created prior to the submission of my procurement contract?	Yes. There have been several regulatory and compliance requirements directed by Florida Statute when contracting with non-government entities. The requirements are built into the supplier registration process and is the most effective way to ensure compliance.
Do I need to create a supplier if I do not need a purchase order?	All suppliers must be approved in Workday before any procurement contract is submitted for review in Cobblestone. This is required, regardless of payment type (i.e., expense card, procurement card, supplier invoice).
How do I create a supplier?	If the supplier is not listed in Cobblestone, please have the supplier complete registration through Workday's Prospective Supplier Portal or a Travel/Procurement Coordinator within a Finance Business Center can complete the <i>Create Supplier Request</i> task on the supplier's behalf. Once the supplier is approved, they will be selectable in Cobblestone and your procurement contract can be submitted.
Can goods and services be purchased with a PO?	Goods and services can be purchased on a university issued purchase order or with the use of an expense card (where applicable) without the need for a separate signed contract. A PO is a legally binding document between two parties that can potentially contain all the information needed to authorize a purchase. Utilizing UCF's PO rather than a supplier contract is UCF's preferred mechanism for purchasing goods and services as the UCF PO incorporates the university's standard terms and conditions and is the most efficient process for making a purchase. If a supplier submits a contract or similar document (quote, agreement, statement of work, proposal, etc.) for signature, ask if they will accept a purchase order or expense card (under \$5,000) in lieu of a signed agreement.
What if the procurement contract is urgent?	Please contact kNEXT@ucf.edu for assistance in expediting the supplier approval process.

ADD NEW CONTRACT



Waffle Icon + Add Contract



Add Contract button

AGREEMENT DEFAULT FOR CONTRACT TYPE

Select the type of **Agreement** and click **Continue**

The screenshot shows the 'Add New Contract Record' page in the University of Central Florida system. The page has a blue header with the university's name, a search bar, a 'Drop Files Here' button, and a 'Back to Top' link. The main content area is titled 'Add New Contract Record' and contains a 'Select a Type' dropdown menu. The dropdown menu is currently set to 'Agreement', which is highlighted with a yellow box. Below the dropdown menu is a 'Continue' button, also highlighted with a yellow box.

University of Central Florida

Search

Drop Files Here

Back to Top ↑

Add New Contract Record

Select a Type

Agreement

Continue

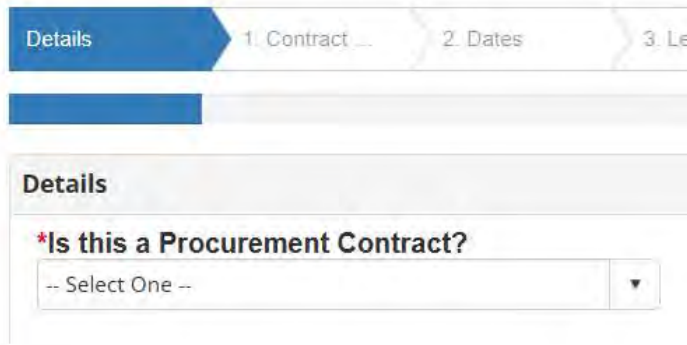
PROCUREMENT AND SUPPLIER REGISTRATION

What is a procurement contract? A contract whereby the university, DSO, or other related entity is engaged in the acquisition of commodities, services, or licenses whether by rent, lease, installment, or outright purchase or a contract associated with, preliminary to, or necessary for such acquisitions.

What if the procurement contract is urgent? Contact kNEXT@ucf.edu for assistance in expediting the supplier approval process.

Why is this necessary? There are regulatory and compliance requirements directed by Florida Statute when contracting with nongovernment entities.

The requirements are built into the supplier registration process and is the most effective way to ensure compliance.



The screenshot shows a web form with a progress bar at the top containing four steps: 'Details' (active), '1. Contract ...', '2. Dates', and '3. Le'. Below the progress bar is a 'Details' section with a required field labeled '*Is this a Procurement Contract?'. The field is a dropdown menu currently showing '-- Select One --'.

DETAILS

- Complete required fields (*)
- Name of UCF approved supplier appears when you begin typing.
- Enter Supplier Contract Start Date and **Next** to proceed.

University of Central Florida

Search

Drop Files Here

Add New Contract Record

Add New Agreement Record

Back to Top

Details

1 Contract ...

2 Dates

3 Legal Offi...

4. Requesto ...

5. Financial ...

6a. Preside...

6b. Depart...

6c. Health A...

6d. Office of...

6e. UCF Ad...

7. Record Info

Details

*Supplier

Begin Typing to Search

*Is this a Procurement Contract?

Yes

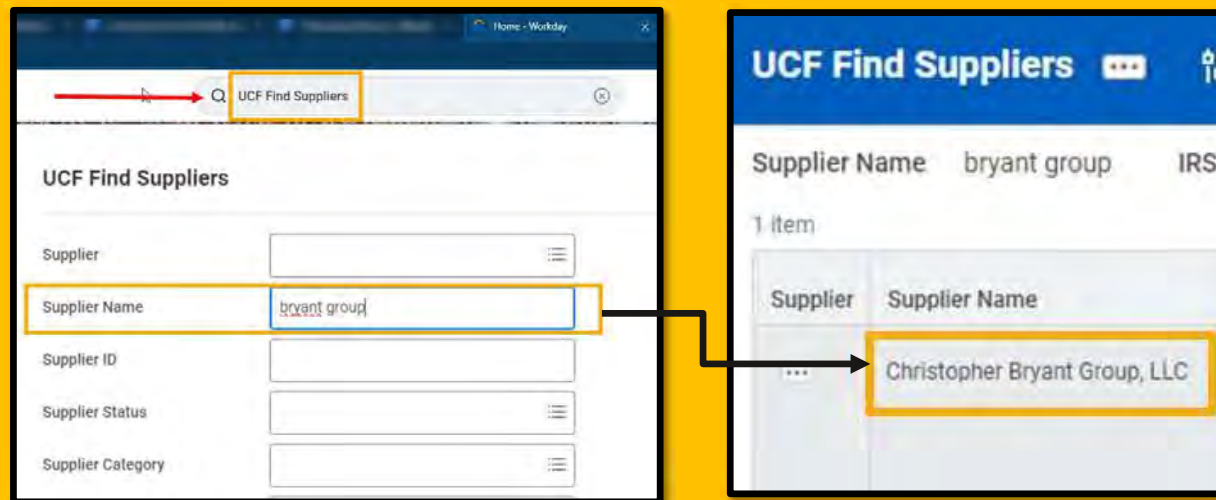
*Supplier Contract Start Date

Next

LOCATING UCF APPROVED SUPPLIER

If Supplier name does not automatically appear in Cobblestone, search for supplier in Workday

- In WD, search **UCF Find Suppliers**
- Search for them using the **Supplier Name** field
- If Supplier does not appear in WD or Cobblestone, reach out to kNEXT@ucf.edu to expedite the registration process



The screenshot shows the 'UCF Find Suppliers' interface. On the left, the search form has the following fields: Supplier, Supplier Name (containing 'bryant group'), Supplier ID, Supplier Status, and Supplier Category. On the right, the search results show one item with the following details:

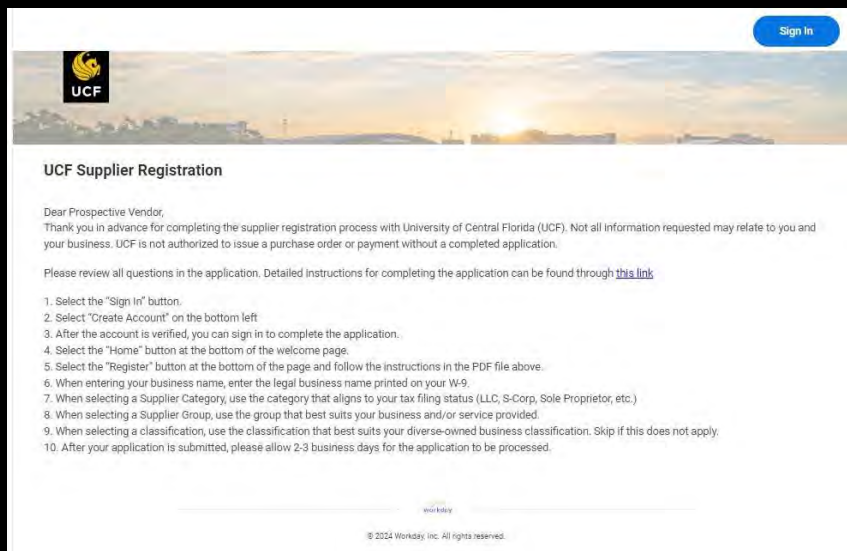
Supplier Name	Supplier Name
bryant group	IRS

The results are listed under the heading '1 item'. The 'Supplier Name' field in the results is highlighted with a yellow box, and an arrow points from the 'Supplier Name' field in the search form to this box.

In this example, “*Bryant group*” was not found in Cobblestone because the supplier was listed as “*Christopher Bryant Group*” in Workday.

NEW SUPPLIER REGISTRATION

New suppliers must register with the [UCF Supplier Registration Link](#) to become an approved UCF vendor



SAMPLE EMAIL TEMPLATE

Dear Prospective Vendor,

We are pleased to be doing business with you. As a new vendor, we kindly ask that you register with UCF by completing the new supplier registration. UCF is not authorized to issue any payments without a completed registration.

Please click on the link below and follow the instructions carefully. It is important that you **attach your W-9**.

We appreciate your cooperation.

Please click here to register:

https://wd1.myworkdaysite.com/supplier/ucf/supplier_registration

1. CONTRACT OVERVIEW

- Complete required fields (*)
- Contract Title: Include supplier/vendor name and other unique identifiers
- Contract Purpose: Can include notes to Legal and/or KNEXT – *Reason for contract, vendor registration is in process, event dates are soon*
- *Answer the Federal Law Question from the Office of International Collaboration and Export Control. You can email them with any questions at OICEC@ucf.edu.*

University of Central Florida

Search

Drop File Here

Back to Top

Add New Contract Record

Add New Agreement Record

Details 1. Contract Overview 2. Details 3. Legal Office 4. Requestor Overview 5. Financial & Supplier 6a. President & Vice Pr 6b. Departmental Appro 5c. Health Affairs Appro 6d. Office of Research 6e. UCF Advancement 7. Record Info

1. Contract Overview

Contract ID

Status

Pending

*Contract Title

Current Contract Reviewer

Colon@1403952, Nicholas X

*Contract Type

Agreement

*Contract Purpose/Background Information

*Federal Law Question

sharing this question with the unit user, you are still unsure how to answer this question, please contact the Office of International Collaboration and Export Control at OICEC@ucf.edu.

Please answer Yes or No in the below field.

*Federal Law Response

— Select One —

Previous Next

2. DATES

University of Central Florida

Search

Drop Files Here

☰

Add New Contract Record

Add New Agreement Record

Details

1. Contract Overvi...

2. Dates

3. Legal Office

4. Requestor Ove...

5. Financial & Su...

6a. President & Vi...

6b. Departmental ...

6c. Health Affairs ...

6d. Office of Rese...

6e.

2. Dates

Effective Date or Event Date

Expiration Date

Contract Notify Days

90

Expiration Warning Date

3. LEGAL OFFICE

Select the appropriate
Legal Office

Add New Contract Record

Add New Agreement Record

Details

1. Contract Ov...

2. Dates

3. Legal Office

4. Requestor O...

5. Financial &...

6.

3. Legal Office

*Legal Office 

-- Select One --



-- Select One --

College of Medicine

Foundation

General Counsel

Office of Research & Commercialization

4. REQUESTOR OVERVIEW

- College/Division: choose your college or division
- Contract Department/Division: **Choose your Department**

University of Central Florida

Search

Drop Files Here

Back to Top ↑

Add New Contract Record

Add New Agreement Record

Details 1. Contract Overview 2. Dates 3. Legal Office 4. Requestor Overview 5. Financial & Supplier Overview 6a. President & Vice President 6b. Departmental Approvals 6c. Health Affairs Approvals 6d. Office of Research Approvals 6e. UCF Advancement Approvals 7. Record Info

4. Requestor Overview

*College/Division 	College of Medicine Department	*Contract Department/Division 
General Counsel	N/A	General Counsel
Requestor Department/Division 	Return to Legal Office	Secondary Requestor/PI
General Counsel	N/A	Begin Typing to Search

Previous Next

5. FINANCIAL & SUPPLIER OVERVIEW

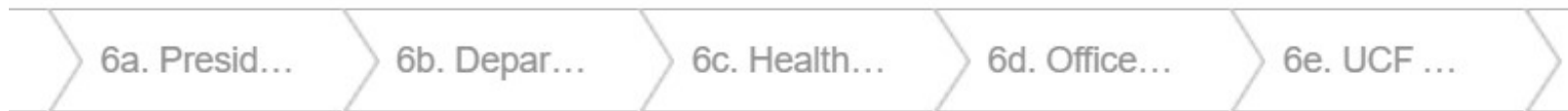
- Add contract amounts and all other required fields (*)
- Supplier contact info will be used by Legal and kNEXT to solicit signatures
 - Confirm person listed in **Supplier/Non-UCF Party Contact** is the signer

Details	1. Contract ...	2. Dates	3. Legal Offi...	4. Requesto...	5. Financial ...	6a. Preside ...	6b. Depart...	6c. Health A...	6d. Office of...	6e. UCF Ad...	7. Record Info
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5. Financial & Supplier Overview

*Current Contract Amount 5,000.00	*Aggregate Amount 5,000.00	Supplier/Non UCF Party Name Begin Typing to Search
Supplier/Non UCF Party ID 	*Supplier/Non UCF Party Contact First Name John	*Supplier/Non UCF Party Contact Last Name Smith
*Supplier/Non UCF Party Contact Email john.smith@mail.com		

6a. – 6e. – LEAVE BLANK and CLICK “Next”



7. RECORD INFO

Record info – Auto populates. Confirm it's correct and click **Finish** to review record

University of Central Florida

Search

Drop Files Here

Back to Top

Add New Contract Record

Add New Agreement Record

Details

1. Contract Ov...

2. Dates

3. Legal Office

4. Requestor ...

5. Financial & ...

6a. President ...

6b. Departmen...

6c. Health Affai...

6d. Office of R...

6e. UCF Adva...

7. Record Info

7. Record Info

Entered By

johnson@5051092, Christopher

Date Entered

9/10/2025 10:05 AM

Fully Executed Date

Previous

Finish

CONTRACT OVERVIEW

Contract can be viewed by opening it from My Dashboards (clicking **View**) and the **Record Details** tab.

University of Central Florida

Search

Drop Files Here

Contract Details

Back to Top

Track @ Red Raider Meet

Hotel Agreement ATHLETICS

7/25/2025 11:22:15 AM

Notices and Alerts

Record 0 Budget 0

Alerts 0 Task 0

Record Actions

View all Actions

Notes and Comments Files/Attachments **Record Details** Linked Records Tasks & Workflows

Details

Supplier Hilton, Mariah Ann	Is this a Procurement Contract? Yes	Supplier Contract Start Date 1/22/2026
---------------------------------------	---	--

1. Contract Overview

Contract ID 44303	Contract Title Track @ Red Raider Meet	Contract Type Hotel Agreement
Status Fully Executed Signed	Current Contract Reviewer Colon@1403952, Nicholas	Contract Purpose/Background Information Track @ Red Raider Meet

CONTRACT STATUS: PENDING

- Contract ID is found in
Section 1. Contract Overview

- Status is **Pending** because
Submit Contract? is “No”

- Contract is saved but not
submitted for legal review.

The screenshot shows a web form titled "1. Contract Overview" with a pencil icon for editing. The form contains the following fields:

Contract ID	Contract Title	Contract Type
44310	Knightr	Agreement
Status	Current Contract Reviewer	Submit Contract? (No to Save or Yes to Submit)
Pending	Johnson@5051092, Christopher	No
Contract Purpose/Background Information		
Test		

Orange arrows point from the text on the left to the "Contract ID", "Status", and "Submit Contract?" fields in the form.



ATTACH DOCUMENTS AND NOTES

NOTES AND COMMENTS TAB

- Click hyperlink from email
- From Dashboard, open agreement from **Contracts Requiring My Action**
- Provide and view notes from the Legal Office or kNEXT and other offices in the **Notes & Comments** tab

[Notes and Comments](#) [Files/Attachments](#) [Record Details](#) [Linked Records](#) [Tasks & Workflows](#)

Notes & Comments

Enter Notes Below and/or optionally enter a subject:

Note subject:

Note public visibility: Internal

Note:

"Open Sa... 3 **B** *I* U **A**

This is where you will provide and review notes from other individuals reviewing your agreement.

[Save Note](#) [Refresh](#)

	Collaboration Type	Subject/Category	Note(s)	Employee	Date
Delete	Internal		Here is my note	Colon, Nicholas	9/24/2025 1:44:39 PM
Delete	Internal		Where is my Note	Colon, Nicholas	9/5/2025 11:58:39 AM

Note: when editing the notes, the edited text will be displayed in the notes text editor above.

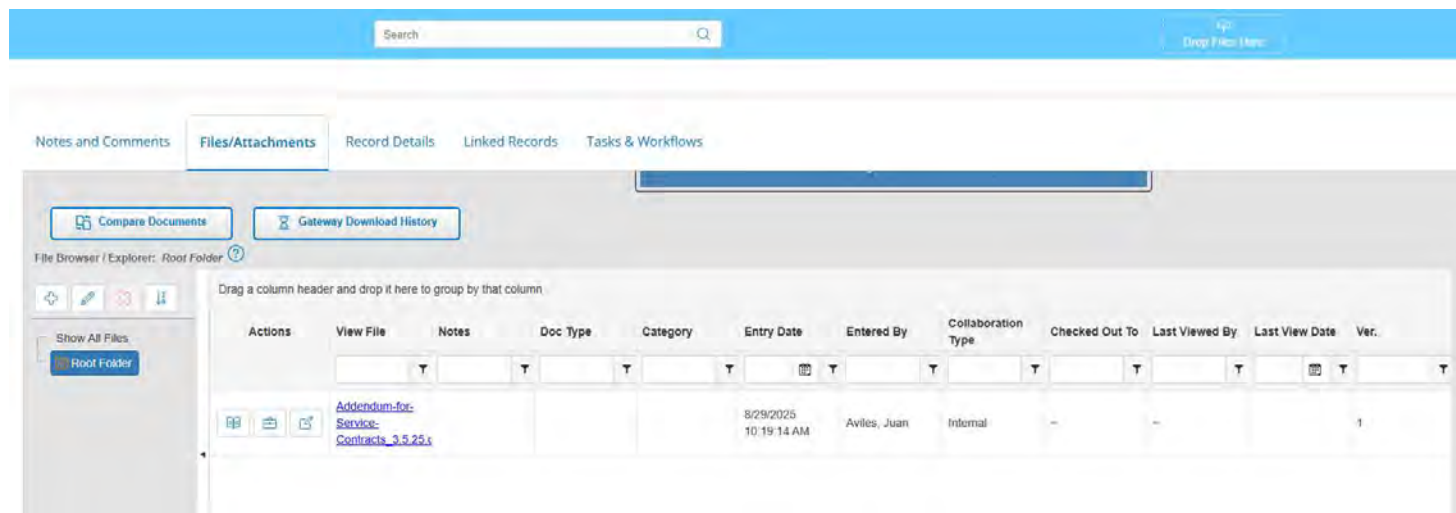
ATTACH SUPPORTING DOCUMENTATION

- Select **File/Attachments** tab
- Drag and drop files over the blue section or use the “Single File Upload” browse button

The screenshot shows a web application interface for managing files. At the top, there is a blue header bar with a search bar and a "Drop Files Here" button. Below the header, there are several tabs: "Notes and Comments", "Files/Attachments" (which is highlighted with a blue border and an orange arrow pointing to it), "Record Details", "Linked Records", and "Tasks & Workflows". The main content area is titled "Files / Attachments" and contains a large grey area for file management. On the right side of this area, there is a "Upload File(s) Info." panel. This panel includes a "File Notes" text area, an "Access Level" dropdown menu set to "Internal", a "File Category" dropdown menu set to "-- Select Category --", a "Doc Type" text field, and a "Single File Upload" section with a "Browse" button. Below these fields are two buttons: "Add Web Document" and "Import From Cloud". At the bottom of the panel is a large blue area with the text "Drop Files Here" and an orange arrow pointing to it. At the bottom of the main content area, there are two buttons: "Compare Documents" and "Gateway Download History". The footer of the page reads "File Browser / Explorer: Root Folder" with a help icon.

LOCATE ATTACHMENT

- Attachment appears in **File Browser** section
 - Click blue hyperlink to open file and ensure correct document was entered

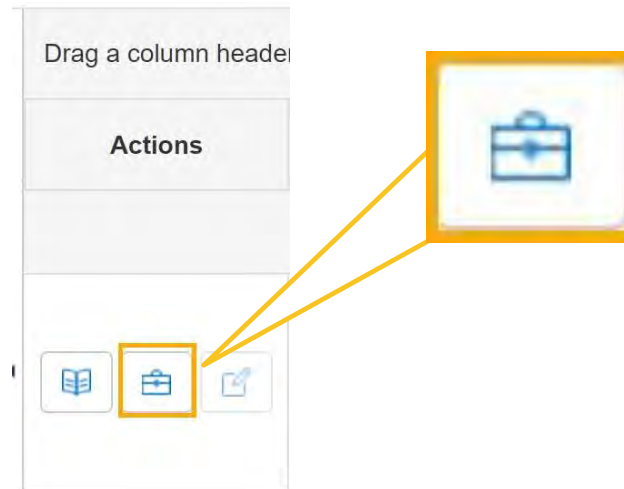


Add a Note to your Attachment

Document Toolbox Icon

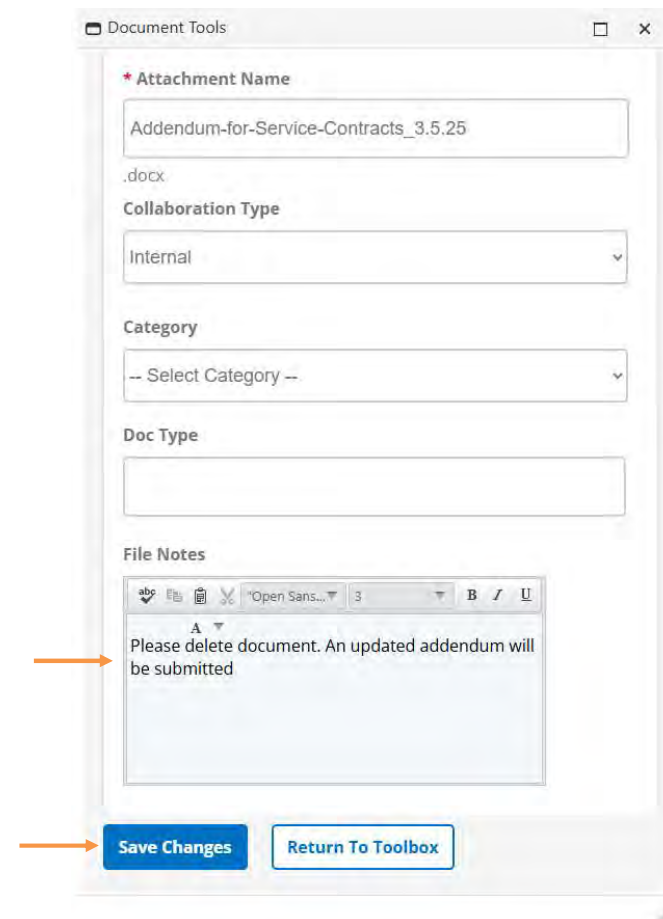
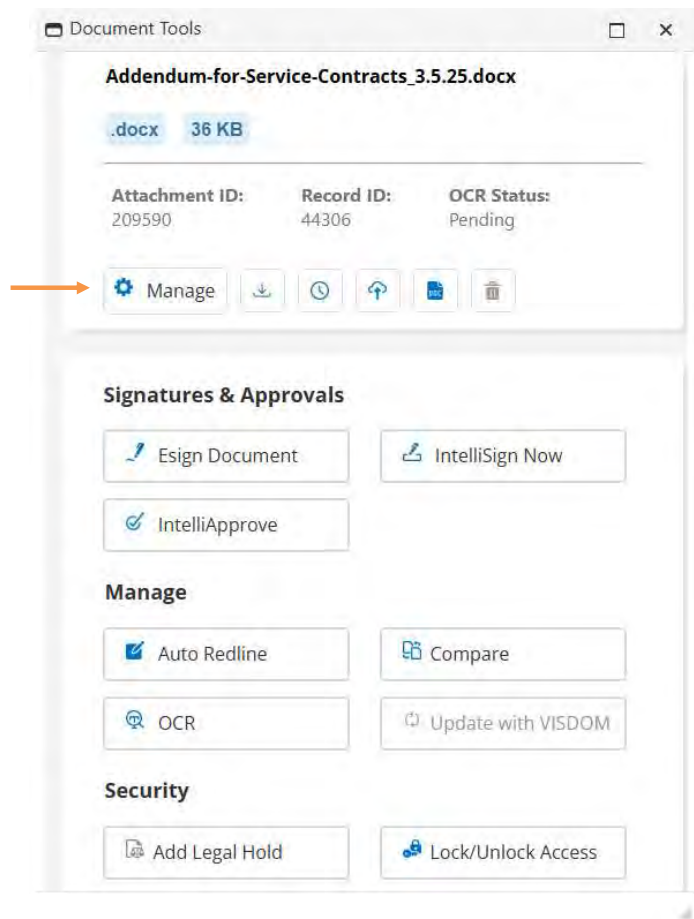
Add notes here requesting a change to the file/attachment--

- *“adding for your review”,*
- *“please delete”,*
- *“attention to a specific document/page...”*)



Add a Note to your Attachment

Click **Manage** and type message in **File Notes** and **Save Changes**





FINALIZING CONTRACT SUBMISSION

SUBMIT CONTRACT

- When you're ready to submit the contract, go to **Section 1 – Contract Overview** under **Record Details** tab
- Click blue pencil icon - change **Submit Contract?** From "No" to "Yes" and **Save Record**

1. Contract Overview

Contract ID 44310	Contract Title Knightro	Contract Type Agreement
Status Pending	Current Contract Reviewer Johnson@5051092, Christopher	Submit Contract? (No to Save or Yes to Submit) No
Contract Purpose/Background Information Test		

Edit Record

1. Contract Overview

***Submit Contract? (No to Save or Yes to Submit)**

No

– Select One –

No

Yes

Save Record

CONFIRM CONTRACT STATUS

In **Section 1: Contract Overview**, Status changes from “Initial Submission – Saved” to “Legal Administrative”

Submit Contract is “Yes” indicating agreement has been sent to the appropriate Legal Office



The screenshot shows a web form titled "1. Contract Overview" with a pencil icon for editing. The form contains several fields:

Contract ID	Contract Title	Contract Type
44310	Knightro	Agreement

Below the table, there are two more fields:

Current Contract Reviewer	Submit Contract? (No to Save or Yes to Submit)
Johnson@5051092, Christopher	Yes

At the bottom, there is a section for "Contract Purpose/Background Information" with the text "Test".

Orange arrows point from the text on the left to the "Legal Administrative" status (implied by the context) and the "Yes" value in the "Submit Contract?" field.

SUBMISSION REMINDER

Remember, agreements will not go to Legal until **Submit Contract** status in Section 1 is changed to “Yes”

1. Contract Overview 

Contract ID
44306

Status
Initial Submission - Saved

Contract Purpose/Background Information
TEST purpose

1. Contract Overview 

Contract ID
44306

Status
Legal Administrative

Contract Purpose/Background Information
TEST purpose



AUTOMATED EMAILS & NOTES

EMAIL TYPES

- Initial Submission - Saved
- Contract Submitted Successfully
- **Requestor Contract Review Needed ***
- Legal Office Submits Contract to Authorized Signer(s)
- Fully Executed Contract

* *only Cobblestone email requiring Requestor action*



Task: Requestor Contract Review Needed

The following contract had a status change.

To view contract status or make changes to a contract, please log in to UCF's Contract Management System, <https://ucf.cobblestonesystems.com/core>.

Note: Contracts with pending actions assigned to you will appear in the section labeled Contracts Requiring My Action. You may also view the status of all of your submitted contracts in the right hand side of the window in the section labeled My Contracts. **Days Left to Task End Date:** 0

Contract Details Record Information:

Contract Title: Mears Contract - CECS Trip to Dr. Phillips

Legal Office: General Counsel

Contract Type: Agreement

Supplier/Non UCF Party Name: MEARS TRANSPORTATION GROUP

Effective Date: Sep 15 2025

Expiration Warning Date: Jun 17 2025

Expiration Date: Sep 15 2025

Requestor Department/Division: General Counsel

Status: Authorized Signer Review

Contract ID: 44573

IF FURTHER ACTION NEEDED - RETURN CONTRACT TO LEGAL

- In **Section 4. Requestor Overview**, hover over **Return to Legal Office** and click on pencil icon
- Change **Return to Legal Office** from “N/A” to “Yes”

The screenshot displays a web application interface for editing a record. The main section is titled "4. Requestor Overview". It contains several fields: "College/Division" (Foundation), "Requestor Department/Division" (UCF FOUNDATION OPERATIONS), and "Secondary Requestor/PI". A dropdown menu for "Return to Legal Office" is open, showing options: "N/A", "Yes", and "No". The "Yes" option is highlighted with a yellow box. The background shows fields for "College/Division" (Foundation), "Requestor Department/Division" (UCF FOUNDATION OPERATIONS), and "Secondary Requestor/PI".

FULLY EXECUTED CONTRACT

- This email indicates agreement has been fully signed
- Click the hyperlink to access the fully signed contract

COBBLESTONE
software



Task: Fully Executed Date

The following contract had a status change.

To view contract status or make changes to a contract, please log in to UCF's Contract Management System, <https://ucf.cobblestonesystems.com/core>.

Note: Contracts with pending actions assigned to you will appear in the section labeled Contracts Requiring My Action. You may also view the status of all of your submitted contracts in the right hand side of the window in the section labeled My Contracts. **Days Left to Task End Date:** 0

Contract Details Record Information:

Contract Title: Mears Contract - CECS Trip to Dr. Phillips

Legal Office: General Counsel

Contract Type: Agreement

Supplier/Non UCF Party Name: MEARS TRANSPORTATION GROUP

Effective Date: Sep 15 2025

Expiration Warning Date: Jun 17 2025

Expiration Date: Sep 15 2025

Requestor Department/Division: General Counsel

Status: Fully Executed Signed

Contract ID: 44573

To view this event's contract record visit:

[Contract Details](#)