

Create a Requisition from a Published Contract

1. Access Coupa

- Log into Coupa and navigate to the **Activity** section by selecting:
 - Activity** from the profile menu, or
 - View All** next to *My Work*.

2. Locate Contracts

- Select **Contracts** to view a list of accessible agreement

Contract #	Supplier	Contract Name	Starts	Expires	Status	Content Groups	Actions
796_Amend1	CHA CONSULTING, INC.	CHA-NOV24_796_amendment2	11/01/24	11/01/26	Published	Everyone	
823	APC SERVICES, LLC	MSA_APC_Nov24_798_AMND1	11/05/24	04/30/26	Published	Everyone	
819	CHA CONSULTING, INC.	CHA-NOV24_798_Amended02052024	11/01/24	11/01/26	Published	Everyone	

3. Open the Contract

- Click the **Contract Number** to open the contract record.
- Within the contract, you may view:
 - Contract details**
 - Executed agreement**, available under:
 - Agreement** (opens contract collaboration view), or
 - Documents** (may include the fully executed PDF)

4. Create a Requisition

- Scroll to the bottom of the contract record and select **Create Requisition**.
- The system will automatically generate a requisition line in your **Shopping Cart** using contract details.

MSA_APC_Nov24_798
APC SERVICES, LLC
Master | Owned by Louis D. Brandeis

Timeline: Draft → In Review → Pending Approval → Completed → Published

Contract Details

Contract Name: MSA_APC_Nov24_798	Contract #: 798
Contract Classification: Buy-Side	Contract Type: Master Services Agreement (MSA)
Hierarchy Type: Master	Whose Paper: Not Specified
Status: Published	Owner: Louis D. Brandeis
Department: Procurement Services	Description: None
External ID: None	Template: Brandeis Master Contract - General- 09.04.2024-with Insurance exhibits
E-signature Account: No E-signatures	Commodity Name: None

Contract Parties

Related Activities

Documents

MSA_APC_Nov24_798_20241121-90686-4jphp.pdf | Legal Agreement

Contract Request

Contract Request Form_V7

Sourcing Events

Created from: No linked event
Linked: No linked event

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5. Review and Update Line Information

- Before submitting, confirm or update the following as needed:
 - Line description
 - Contracted amounts, if applicable
 - Chart of accounts / Chartstring details
 - Any additional required requisition fields

6. Submit for Approval

- Once all information is complete and accurate, submit the requisition to initiate the approval and payment process.