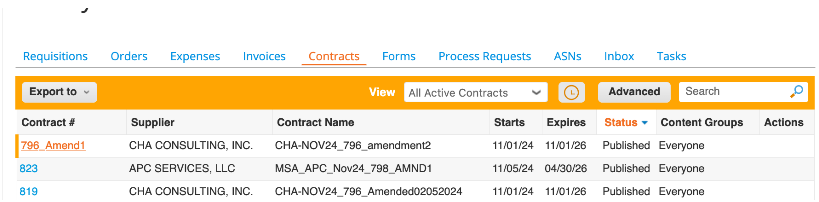
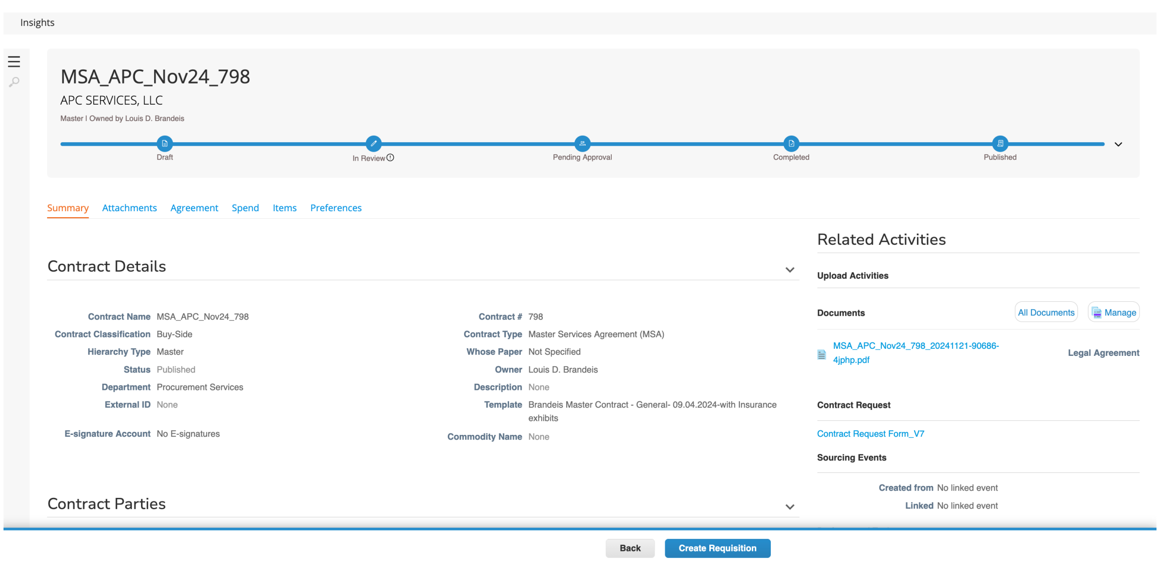
Create a Requisition from a Published Contract

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



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.



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.