

Process Name: View Approval Workflow

STEP			DETAIL					
1	Sign in to Oracle Cloud throu Click Company Single Sign Username: TCNJ login Password: your password Click Home button in upper F	On	â 🥬	AK)~			
2	Click the Procurement from the scroll menu	<	Budgetary Contro	ol <u>F</u>	Procurement	My Enterprise	Tools	Others
3	Click the Purchase Requisiti	on infotile		Purchase greements		ccipts Negotia		
4	From the requisition home pa click the View More hyperlin			t for capital proje		`	View More Pending approval Pending approval	
5	Search for your Requisition	** Requisiti Descripti Creat	U TCNJ▼ By Kapur, Anup REQTC0000067				d Search Requisitions I Entern ** At	Done ead • least one is required



	Click the Requisition number to open the r	equisition.					
	Search Results	\mathbf{i}					
	Actions 🔻 View 👻 Format 👻 📋 ৃ 🎹 🖙 🧊 Freeze 📓 Detach 斗 Wrap						
	Requisition Description	Entered By	Creation Date	Approval Amount Status	Funds Status	Order	
6	REQTC0000362 beds	Kapur, Anup	11/13/2019	30.00 USD Approved	Liquidated	TCNJ00000215	
	REQTC0000352 Test for receipt	Kapur, Anup	11/13/2019	10.00 USD Approved	Liquidated	TCNJ00000211	
	REQTC0000348 Test for sharing PO	Kapur, Anup	11/13/2019	10.00 USD Approved	Liquidated	TCNJ00000207	
	REQTC0000341 2020 AT-A-GLANCE 9" x 11" Monthly Planner, Black (70-260-05-20)	Kapur, Anup	11/13/2019	23.39 USD Approved	Liquidated	TCNJ00000204	
	REQTC0000330 2 keyboards	Kapur, Anup	11/13/2019	2,030.00 USD Approved	Liquidated	TCNJ00000198	
	REQTC0000325 Speaking engagement	Kapur, Anup	11/13/2019	1.00 USD Approved	Liquidated	TCNJ00000188	
7	Choose View Document History	Check Funds D USD D USD ed	View Life Cycle Duplicate Cancel Requis Reassign View Docume View PDF Edit Order	Actions Done			
	Click the Submit Requisition link	Document History	: REQTC00	00330			
	Requisitioning BU TCNJ						
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		Action Performed	Performed B	y Action Date	F	Reference Document	
		Submit purchase orde	er 📕 Kapur, Anup	11/13/2019 10	:47 AM F	PO TCNJ00000198	
		Submit requisition	Kapur, Anup	11/13/2019 10	:46 AM F	Requisition REQTC00003	30
		Reserve	Application	11/13/2019 10	:46 AM		



