

## Process Name: Cancel a Requisition/PO

STEP			DE	TAIL						
1	Sign in to Oracle Cloud through <b>TCNJ Today</b> app bar Click <b>Company Single Sign-On</b> <b>Username:</b> TCNJ login <b>Password:</b> your password Click Home button in upper Right corner									
2	Click the <b>Procurement</b> from the scroll menu	<	Budgetary C	ontrol	Procurement	My Enterprise	Tools	Others		
3	Click the <b>Purchase Requisiti</b>	<b>on</b> infotile	Purchase Requisitions	Purchase Agreements	Purchase Orders My R	ecceipts Negotia				
4	From the requisition home pa click the <b>View More</b> hyperlin	Recent Requisit	Recent Requisitions     View More       REQTC0000174     Test for capital project w/4 lines     Pending approval							
5	Search for your Requisition	Manage Requisitions  Search  Requisition  Re	ning BU TCNJ V ered By Kapur, Anup uisition REQTC0000067 cription Created V Status All V		Requester ** Supplier Order ** Item .ns Requiring Attention	یdvanced Manage Watchlist Saved S Kapur, Anup Q Q Q V	earch Requisitions I Entere ** At J	Done 2d least one is required Reset Save		



	<ul> <li>In the Search results page highlight the requisition you wish to copy (Do not click requisition ID hyperli</li> <li>Select the Actions drop down and select Cancel R</li> </ul>	Search Results							
6	Search Results Actions ▼ View ▼ Format ▼					Duplicate			
	Requisition Description	Creation Date	Approval Amount Status	Funds Status	Order	Export to Excel			
	REGTC0000192 Multiple Distr-under 2500-DMM	10/17/2019 1 10/17/2019 1	1,250.00 USD Incomplete	Not reserved	TCNJ0000111	Lity-			
	REQTC0000191 Quantity-under \$2,500-DMM		1,250.00 USD Approved			Cancel Requisition			
						Reassign			
						tity-			
						Edit Order			
						View Document History			
						br T			
	Enter a Cancel reason.								
7	Click <b>OK</b>								
*	Use these steps to cancel the PO.								
	- Note: The requisition status will not change.								