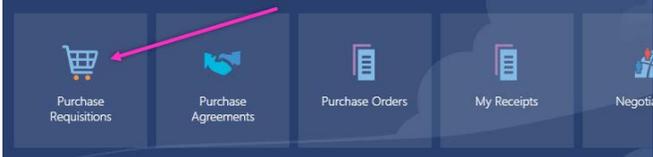
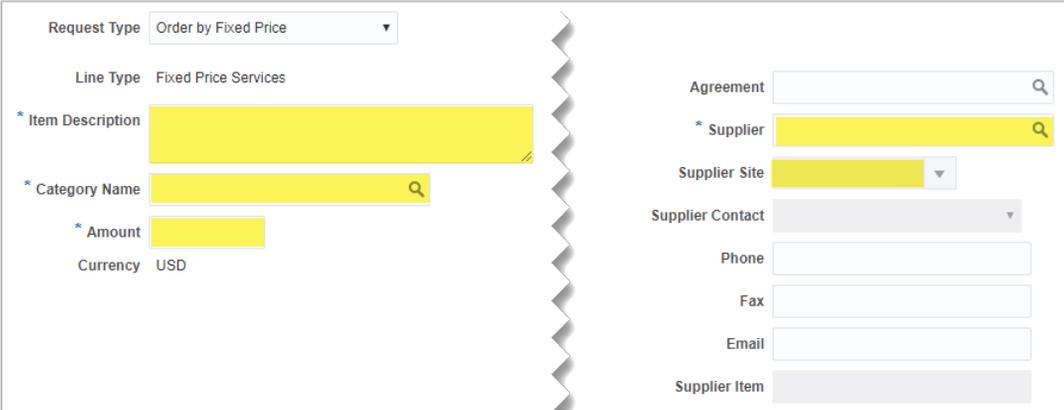
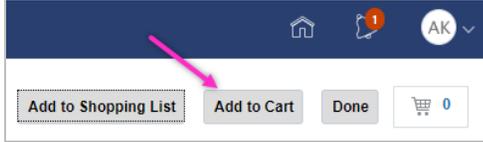
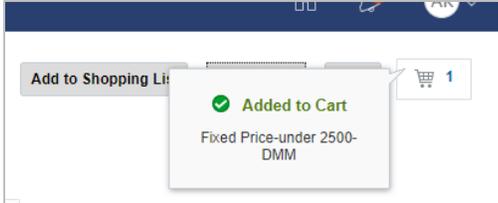
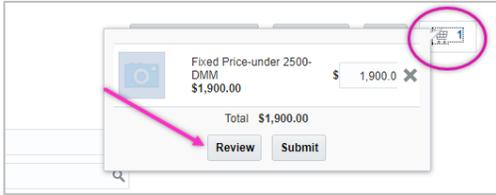


Process Name: Create a Service Requisition (Fixed Price)

STEP	DETAIL
1	Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner
2	
3	Click the Purchase Requisition infotile
3	
4	Scroll down to the Request Forms section. Select Order by Fixed Price
4	
5	Fill in the following fields: <ul style="list-style-type: none"> • *Item Description = Enter the line description of the good/service being requested • *Category Name = Type the name or Click the magnifying glass, then click the Search button. Find the item category for the item you are procuring. Select the category and click OK. • *Amount = Enter the line amount. • *Supplier = Click the magnifying glass to search for and select a supplier. Alternatively, you can begin typing the name of the supplier in the field. • *Supplier Site = Select the appropriate supplier site. • *TCNJ Reference = Select the appropriate Purchase Category.
5	

<p>6</p>	<p>Once all requisition line information is complete, click the Add to Cart button.</p>	 
<p>7</p>	<p>Click the shopping Cart icon Click the Review button.</p>	

***Description** = This will default from the description entered on the first line of the requisition. If desired, change the description to something which describes the requisition as a whole.

Justification = This is an optional field to describe the purpose of this request.

In the '**Delivery**' section, verify the requester or change if desired

Attachments – optionally add documents to requisition

Complete the **Distribution/Billing** information

8

Edit Requisition: REQTC0000180

Requisitioning BU: TCNJ

* Description: Fixed Price-under 2500-DMM

Justification: [Empty field]

Emergency purchase order number required:

Requisition Amount: 1,900.00 USD
Approval Amount: 1,900.00 USD
Funds Status: Warning ⚠️
Attachments: None ➕

Requisition Lines

Line	Description	Additional Information Required	Category Name	* Quantity	UOM Name	Price	* Amount	Amount (USD)	Funds Status	Delete
1	Fixed Price-under 2500-DMM		Professional Services				1,900.00 US	1,900.00	Warning	✕
Total								1,900.00		

Rows Selected: 1 | Columns Hidden: 7

Line 1: Details

Delivery

* Requester: Kapur, Anup
Urgent: No
Requested Delivery Date: 10/16/2019

* Deliver-to Location: Administrative Services Building - Fina
Deliver-to Address: 2000 Pennington Road, Adm Svcs, 201, EWING TOWNSHIP, NJ 08628, UNITED STATES

Billing

Project Costing Details

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account Nickname	Charge Account	* Budget Date	* Percentage	Amount (USD)	Funds Status	Delete
							TCNJ-614020-100000-3601-100-0000		10/16/2019	100	1,900.00	Not reserved	✕
Total										100	1,900.00		

Notes and Attachments

Note to Supplier: [Empty field]

Attachments: None ➕

Source

Agreement Type: [Empty field]
Supplier: Advanced Staging Productions

COA Distribution

Choose COA Favorite from **Charge Account Nickname** dropdown
or
Enter new COA values by clicking the COA icon

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account Nickname	Charge Account	* Budget Date	* Percentage	Amount (USD)	Funds Status	Delete
								TCNJ-614020-100000-3601-100-0000	10/16/2019	100	1,900.00	Not reserved	
Total											100	1,900.00	

Charging a Grant (POETAF)

Search Project Number to open POETAF values
Note: POETAF values will override COA (COA values will remain on screen)

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account Nickname	Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
F1949	1	10/17/2019	General Si	Special Ed	C20031	United Sta		TCNJ-604280-100000-3601-100-0000-0000-0000	10/17/2019	100	50	1,250.00	Not reserved	
Total											100	50	1,250.00	

Charging Multiple Distributions

Default COA will populate on Line 1. Change the amount or percentage that this line will pay.
Click **Split** icon to add a 2nd line of distribution. Click icon for as many lines as you need.
Change COA to other funding source. Enter amount for this line.
Note: POETAF values can be used in split distribution.

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account Nickname	Charge Account	* Budget Date	* Percentage	Amount (USD)	Funds Status	Delete
								TCNJ-614020-100000-3601-100-0000-0000-0000	10/17/2019	52.63157894...	1,000.00	Not reserved	
								TCNJ-614020-100000-3601-100-0000	10/17/2019	47.36842105	900.00	Not reserved	
Total											100	1,900.00	

9

Click the **Submit** button (can Check Funds before submitting).

Click **OK**

Edit Requisition: REQTC0000192

Shop Check Funds Manage Approvals View PDF Save Submit

Line	Description	Additional Information Required	Category Name	Quantity	UOM Name	Price	Amount	Amount (USD)	Funds Status	Delete
1	Multiple Distr-under 2500-DMM		Professional Services				1,900.00 US	1,900.00	Not reserved	X