

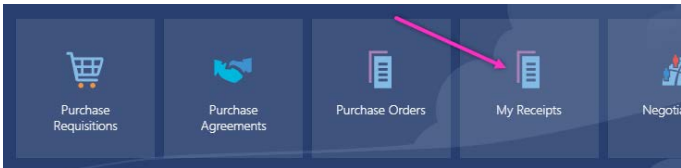
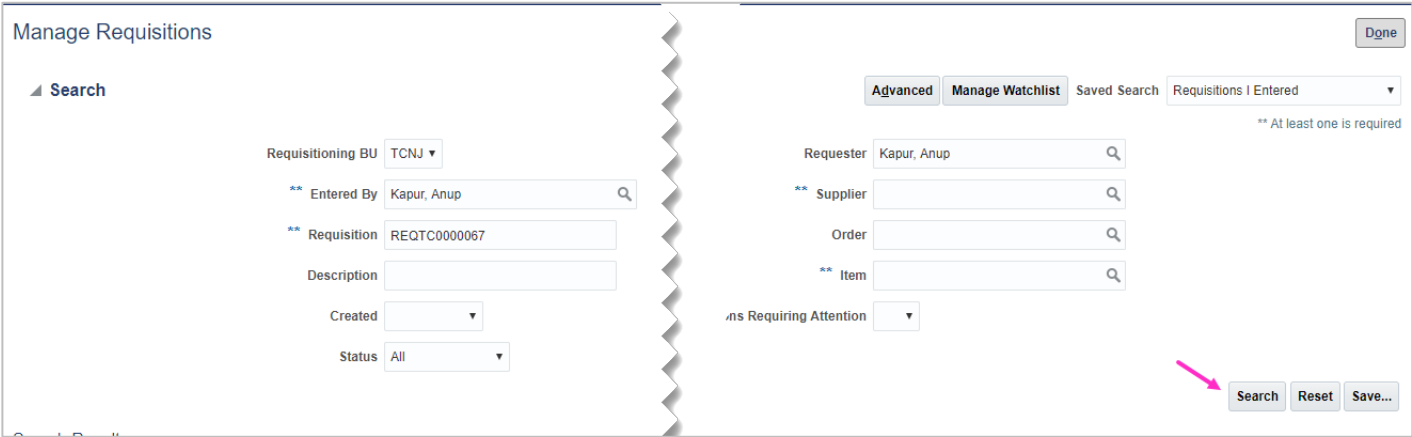


Process Name: Receive a Service PO (Fixed Price)

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Username: TCNJ login Password: your password Click Home button in upper Right corner</p> 
2	<p>Click the Procurement from the scroll menu</p> 
3	<p>Click the My Receipts infotile</p> 
4	<p>Search for your Requisition</p> 

- Highlight the row or rows to be Received.
- Click **Receive** button.

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Receive Items

▶ Search Advanced Saved Search Items Due in L

Search Results

View ▼ Format ▼ **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supp Item	Supplier	Ordered			Received	Available	Invoiced	Purchase Order	Purchase Order Line	Purchase Order Schedule
						Quantity	UOM Name	Currency						
TCNJ	REQTC0000133	1	Test for change order		Dell Marketing L.P.	5	EACH		0	5	0	TCNJ0000075	1	1
TCNJ	REQTC0000133	2	Test for change order		Dell Marketing L.P.	10	EACH		0	10	0	TCNJ0000075	2	1
TCNJ	REQTC0000174	3	Scope		PJM Mechanical Contracto...	1	USD		0	1	0	TCNJ0000102	2	1
TCNJ	REQTC0000174	4	emissions		PJM Mechanical Contracto...	2	USD		0	2	0	TCNJ0000102	4	1
TCNJ	REQTC0000180	1	Fixed Price-under 2500-DMM		Advanced Staging Producti...	1,900	USD		0	1,900	0	TCNJ0000104	1	1
TCNJ	REQTC0000191	1	Quantity-under \$2,500-DMM		Beyond Sports, Inc.	50	EACH		0	50	0	TCNJ0000111	1	1

Enter the amount to be Received.

Click **Submit**.

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ORACLE

Create Receipts **Submit** **Cancel**

Actions ▼ View ▼ Format ▼ **Remove Line** **Show Receipt Quantity**

Requisition	Item Description	Receipt			Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order	Transfer Order
		Quantity	UOM Name	Currency						
REQTC0000180	Fixed Price-under 25...	1,900		USD	10/18/2018		TCNJ	TCNJ0000104		

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