

Process Name: Vendor Punchout Requisition

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	Click the Procurement from the scroll menu	Budgetary Control Procurement	My Enterprise Tools Others						
3	Click the Purchase Requisition infotile	Purchase Purchase Purchase Orders M Requisitions Agreements	Ay Receipts Negotia						
4	Click the link for the Vendor Punchout from the homepage & the Punchout page. You will be redirected to the Vendor's site.	Top Categories Staples Request Forms Order by Fixed Price							







	If your order is correct,	Staples. 542	arch for all your business needs	۵	0		
	click Submit Order.	My Cart			Print This Page		
				TOTAL	\$9.30		
				SUBMIT O	RDER		
		Items for Delivery					
0		2020 Staples 17" x 3 Black/White (12951	22* Desk Pad Calendar, \$3.10 1/EA 1-201 3	\$9.30			
8		Item # 24373513 Customer hom # 24373 MFR Item # 1295120	513				
			RECYCLED				
				Clear Cart Subtotal	\$9,30	8	
				TOTAL	\$9.30	- Land	
				SUBMIT OF	RDER		
	Add your Department name & las	st name to Description					
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	Click Submit						
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	Edit Nequisition. NEX Foot	200114			and	Cireck Pullids manage Approvals View PDP	1 Junior
	Requisitioning BU TCNJ	Pr Dash Ded Paleader Distriction	Justification			Requisition Amount 9 30 USD	
	Uescription 2020 Staples 17 X 2 (12961-20)	P Less Pad Calendar, Isackinnise	Emerger	cy purchase order number required.		Funds Status Not reserved	
						Attachments None -	/
	Requisition Lines						
	Actions 👻 View 👻 Format 👻 📗	🖋 💥 🗐 Freeze 📓 Detach 🚽 Wrap					
	Line Description			Category Name	* Quantity UOM Name	Price Amount (USD) Funds Status	Delete
	1 2020 Staples 17" × 22" Desi	(Pad Calendar, Black/White (12951-20)		Office Supplies	3 Each	3.10 USD 9.30 Not reserved	×
	Rows Selected 1 Columns Hidden	8				9.30	_
	4 Line 1: Details						
	4 Delivery						
		Requester Kanur Anun Q		" Deliver to L	neation Administrative Services Building	n - Fina Q	
		Requester Kapur, Anup Q Deliver-to Location Administrative Services Building - Final Q Urgent No • Deliver-to Address "2000 Pennington Rd, EWING TOWNSHIP, NJ 08628, UNITED STATES					
	Request	ed Delivery Date 11/01/2019					
	# Billing						
	View 🕶 Format 🕶 💥 🧠 🏢	Freeze at Detach					
		Project Costing Details	Charge Account				
	Project Task Number	Expenditure Expenditure Co Item Date Type Organization Nu	untract Funding Nickname Charg	ge Account	Budget Date * Percent	tage Quantity Amount (USD) Funds Status	Defete
	9		TON	0-604280-100000-3601-325-0000	11/01/2019	100 3 9.30 Not reserved	20
					Total	100 3 0.30	
					Total	100 3 9.30	