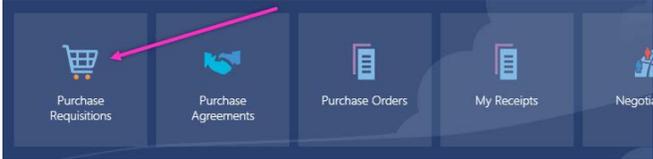
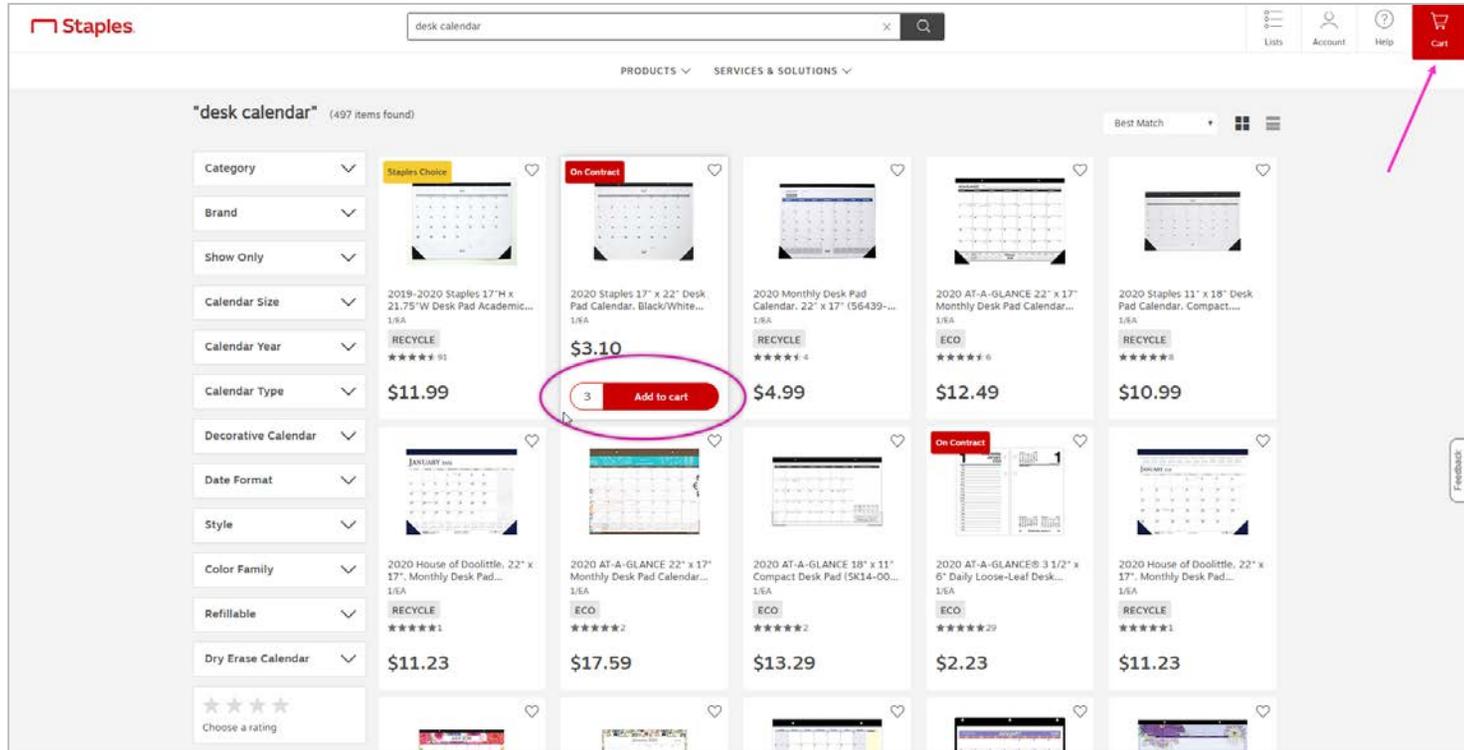


Process Name: Vendor Punchout Requisition

STEP	DETAIL
1	<p>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</p>
2	
3	<p>Click the <b>Purchase Requisition</b> infotile</p>
	
4	<p>Click the link for the Vendor Punchout from the homepage &amp; the Punchout page.             You will be redirected to the Vendor's site.</p>
	

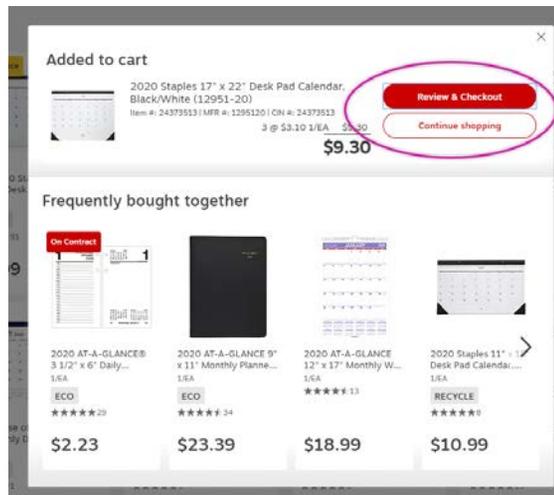
Search for the product you wish to purchase & click **Add to Cart**.  
Once you've added all your merchandise, click your **Cart**.

5



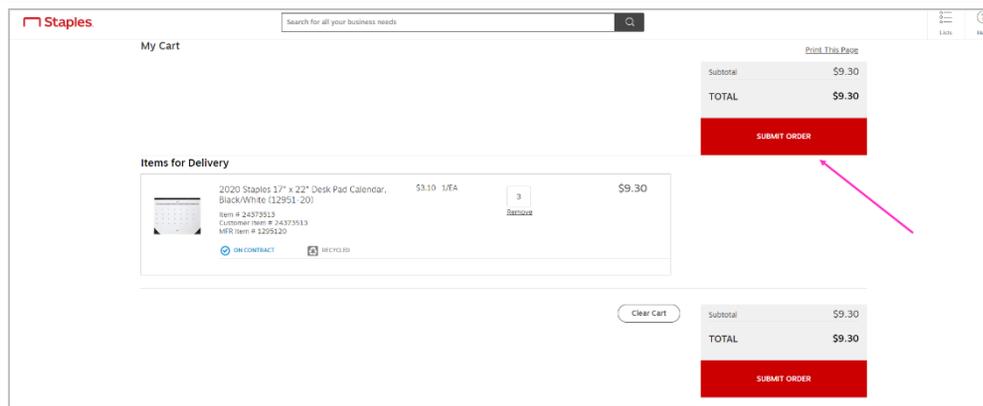
Click **Review & Checkout**

6



8

If your order is correct, click **Submit Order**.



- Add your Department name & last name to **Description**
- Change COA distributions is needed
- Click **Submit**

