

Cloud Procurement Module Quick Reference

Cloud Job Aids: cloudproject.tcnj.edu/resources/training-info-sheets-job-aids/

Purchasing Policy: finance.tcnj.edu/purchasing/purchasing-policy/

Purchasing Thresholds

Up to \$2500 - no Purchasing approval needed

Price competition is recommended, but not required for good or services up to \$2,500.

Over \$2,500 & up to \$7,100 (20% of bid threshold) - no Purchasing approval needed

Price competition is required with 3 quotes. If price competition is not feasible, Sole Source justification must be provided.

Purchases over \$7,100 & up to \$35,500 (Informal Bids)

Purchasing Dept. must procure goods & services over \$7,100 unless made using a NJ State, GSA or Cooperative Contract.

Purchases over \$35,500 - Advertised Bids

Price competition is required. The Purchasing Department will conduct open competitive advertised bidding.

Purchases over \$35,500 - Board Waivers

Board of Trustees can permit the College to procure specific goods & services outside the publicly advertised bidding process.

Key Facts

Every purchase must be entered on a Requisition in the Cloud **prior** to the purchase or service provided with the exception of small purchases that can be made with a department P-Card.

NJ Business Registration Certificate must be obtained for goods or services over \$5,325. At \$17,500 & above vendors must comply with Chapter 51 & Executive Order 117; & EEO N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Enter the correct TCNJ Reference for each purchase. [TCNJ Reference Guide](#)

Supporting documents, including quotes & signed ICR forms, **must** be attached to Requisitions.

HELPFUL HINTS

Setup

Edit Procurement Profile prior to entering your 1st Requisition.

Required Info:

- Deliver to address
- Default COA (can add multiple)

Optional Info:

1 POETAF

Vendors

- W9 is needed for new vendors not in the Cloud.
- Use Advance Search to choose the correct vendor.
- 1 Vendor per requisition, but multiple items in your cart.



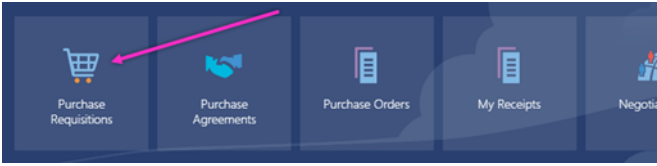

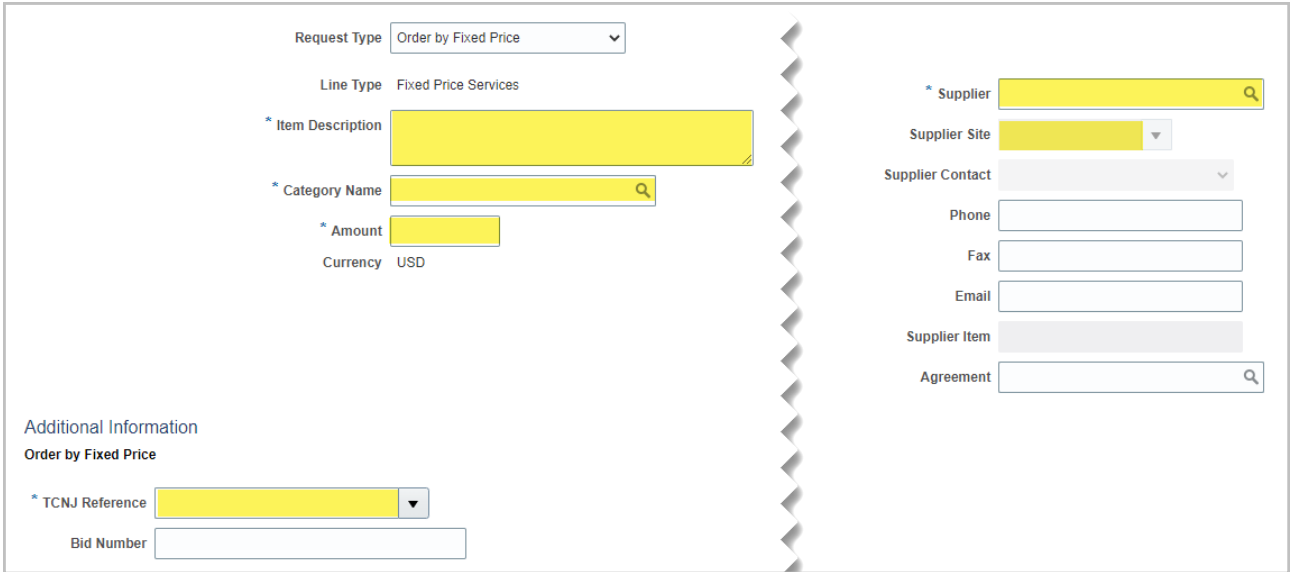
Processing

- Withdraw & edit a requisition prior to approval.
- Create a Change Order to edit COA prior to receiving & invoicing.
- Every invoice needs an entered Receipt.
- Write PO# & Line# on invoice.
- Email invoices to:
apinvoice@tcnj.edu

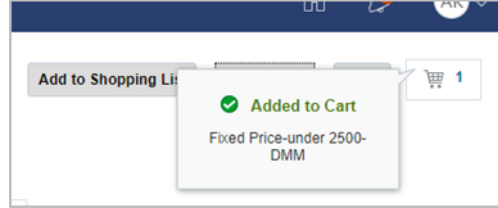
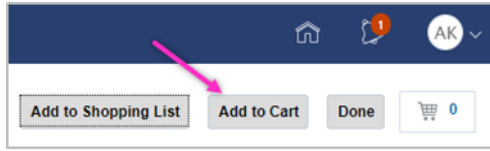
General

- Most Requisitions are Fixed Price.
- Use Quantity requisitions for Fixed Assets or large quantity purchases.
- Expense Category drives the Account in the COA.
- Employee travel can not be reimbursed on a Requisition.

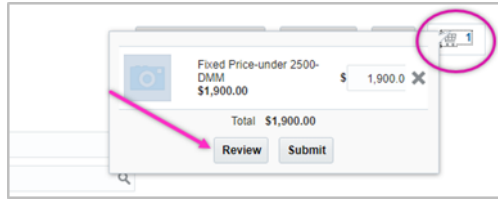
Process Name: Create a Requisition (Fixed Price)

Step	Detail
1	<p>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</p> 
2	<p>Click Procurement from the scroll menu</p> 
3	<p>Click the Purchase Requisition infotile</p> 
4	<p>Scroll down to the Request Forms section Select Order by Fixed Price</p> 
5	<p>Fill in the following fields:</p> <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. This is the same as the Account in COA. Select the category & click OK • *Amount = Enter the line amount • *Supplier = Click the magnifying glass to search for & select 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 

6 Once all requisition line information is complete, click the **Add to Cart** button
 You can add multiple items to your cart by completing Step 5 again.



7 Click the Shopping Cart icon
 Click the **Review** button



- ***Description** = This will default from the description entered on the 1st 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

ORACLE

Edit Requisition: REQTC0000180

Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU TCNJ

* Description Fixed Price-under 2500-DMM

Justification

Emergency purchase order number required

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

Requisition Lines

Actions View View Format Freeze Detach Wrap

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	X
Total								1,900.00		

Rows Selected 1 Columns Hidden 7

Line 1: Details

Delivery

* Requester Kapur, Anup

* Deliver-to Location Administrative Services Building - Fina

Urgent No

Deliver-to Address 2000 Pennington Road, Adm Svcs, 201, EWING TOWNSHIP, NJ 08528, UNITED STATES

Requested Delivery Date 10/16/2019

Billing

View Format Freeze Detach Wrap

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	X
Total										100	1,900.00		

Notes and Attachments

Note to Supplier

Attachments None

Source

Agreement Type Agreement

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	X
Total										100	1,900.00		

Charging a Grant or Project (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	X
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 needed.

Change COA to other finding 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	X
								TCNJ-614020-100000-3601-100-0000	10/17/2019	47.36842105	900.00	Not reserved	X
Total										100	1,900.00		

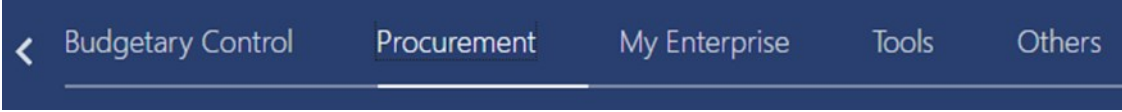
- 9 Click the **Submit** button (can Check Funds before submitting)
Click **OK**

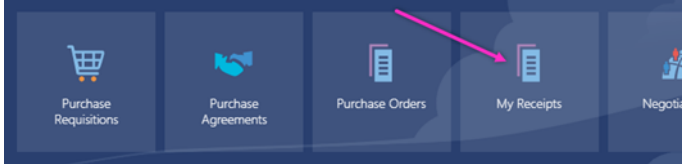
Line	Description	Amount Information Required	Category Name	Quantity	UOM Name	Price	Amount	Amount (USD)	Funds Status	Delete
1	Multiple Distr-under 2500-DMM		Professional Services				1,900.00	US 1,900.00	Not reserved	X

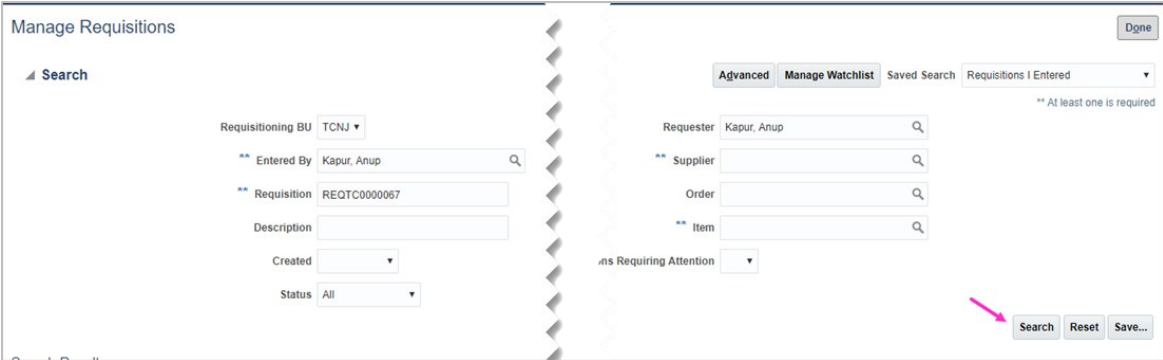
Process Name: Receive a PO (Fixed Price)

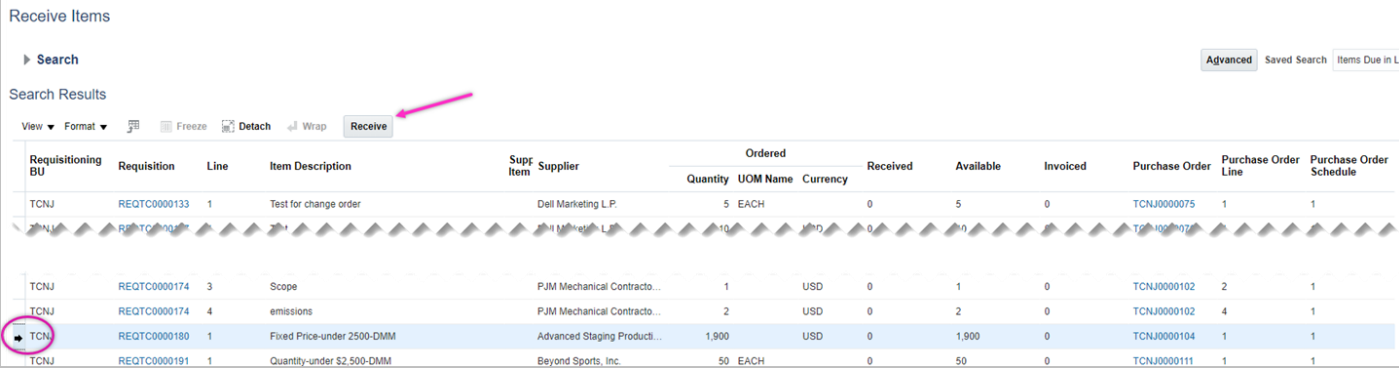
Step	Detail
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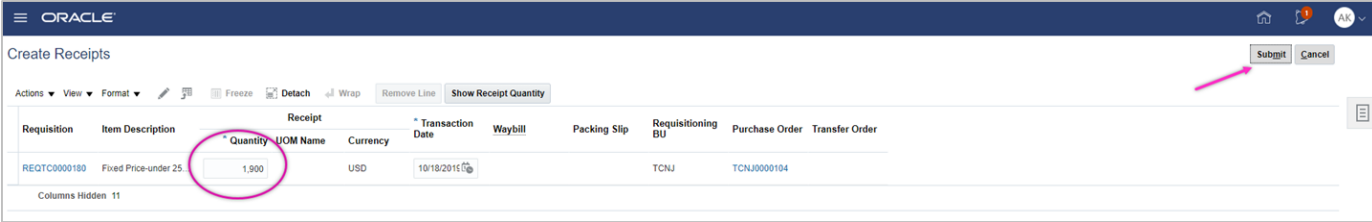
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner</p> 
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2	<p>Click Procurement from the scroll menu</p> 
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3	<p>Click the My Receipts infotile</p> 
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4	<p>Search for your Requisition.</p> 
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5	<ul style="list-style-type: none"> Highlight the row or rows to be Received. Click Receive button.  <table border="1"> <thead> <tr> <th>Requisitioning BU</th> <th>Requisition</th> <th>Line</th> <th>Item Description</th> <th>Supp Item</th> <th>Supplier</th> <th>Ordered Quantity</th> <th>UOM Name</th> <th>Currency</th> <th>Received</th> <th>Available</th> <th>Invoiced</th> <th>Purchase Order</th> <th>Purchase Order Line</th> <th>Purchase Order Schedule</th> </tr> </thead> <tbody> <tr> <td>TCNJ</td> <td>REQTC0000133</td> <td>1</td> <td>Test for change order</td> <td></td> <td>Dell Marketing L.P.</td> <td>5</td> <td>EACH</td> <td></td> <td>0</td> <td>5</td> <td>0</td> <td>TCNJ0000075</td> <td>1</td> <td>1</td> </tr> <tr> <td>TCNJ</td> <td>REQTC0000174</td> <td>3</td> <td>Scope</td> <td></td> <td>PJM Mechanical Contracto...</td> <td>1</td> <td></td> <td>USD</td> <td>0</td> <td>1</td> <td>0</td> <td>TCNJ0000102</td> <td>2</td> <td>1</td> </tr> <tr> <td>TCNJ</td> <td>REQTC0000174</td> <td>4</td> <td>emissions</td> <td></td> <td>PJM Mechanical Contracto...</td> <td>2</td> <td></td> <td>USD</td> <td>0</td> <td>2</td> <td>0</td> <td>TCNJ0000102</td> <td>4</td> <td>1</td> </tr> <tr> <td>TCNJ</td> <td>REQTC0000180</td> <td>1</td> <td>Fixed Price-under 2500-DMM</td> <td></td> <td>Advanced Staging Producti...</td> <td>1,900</td> <td></td> <td>USD</td> <td>0</td> <td>1,900</td> <td>0</td> <td>TCNJ0000104</td> <td>1</td> <td>1</td> </tr> <tr> <td>TCNJ</td> <td>REQTC0000191</td> <td>1</td> <td>Quantity-under \$2,500-DMM</td> <td></td> <td>Beyond Sports, Inc.</td> <td>50</td> <td>EACH</td> <td></td> <td>0</td> <td>50</td> <td>0</td> <td>TCNJ0000111</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Requisitioning BU	Requisition	Line	Item Description	Supp Item	Supplier	Ordered Quantity	UOM Name	Currency	Received	Available	Invoiced	Purchase Order	Purchase Order Line	Purchase Order Schedule	TCNJ	REQTC0000133	1	Test for change order		Dell Marketing L.P.	5	EACH		0	5	0	TCNJ0000075	1	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
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	<p>Enter the amount to be Received Click Submit</p> 
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