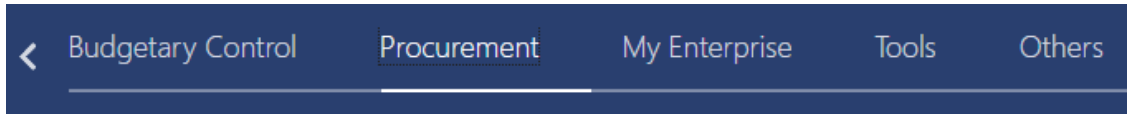
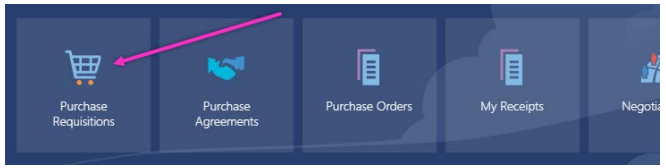
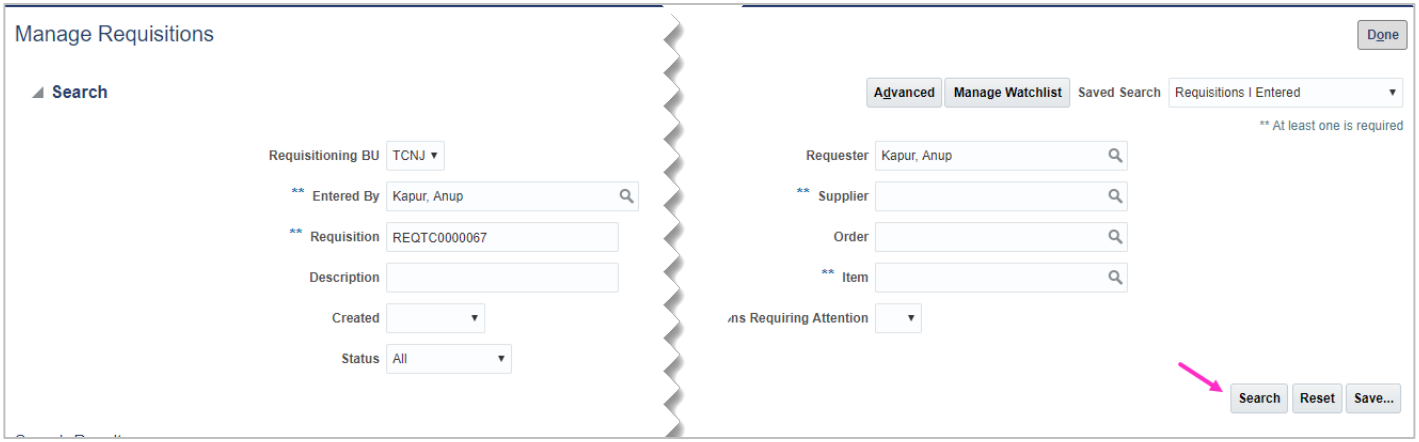
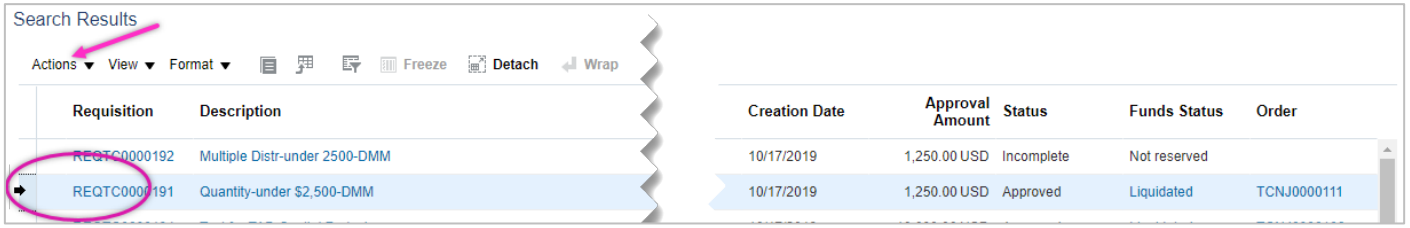
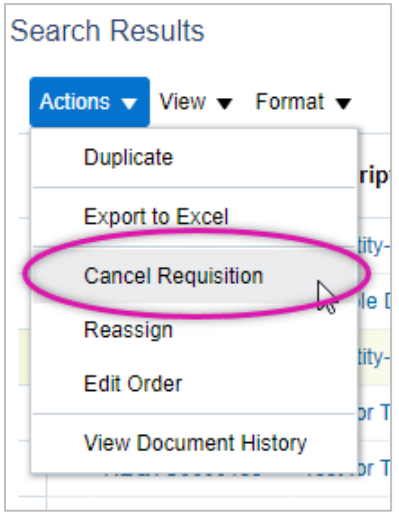
TCNJ THE COLLEGE OF NEW JERSEY

Process Name: Cancel a Requisition/PO

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 
3	Click the **Purchase Requisition** infotile 
4	From the requisition home page, click the **View More** hyperlink
5	Search for your Requisition 

6	• In the Search results page highlight the requisition you wish to copy (Do not click requisition ID hyperlink) • Select the **Actions** drop down and select **Cancel Requisition**.  
7	Enter a Cancel reason. Click **OK**
⚹	Use these steps to cancel the PO. - Note: The requisition status will not change.