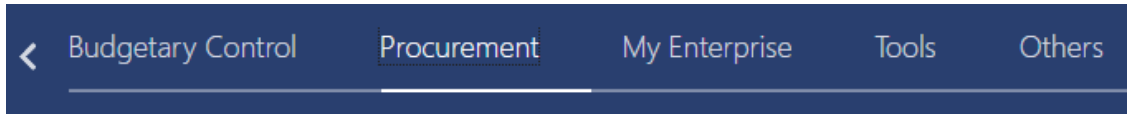
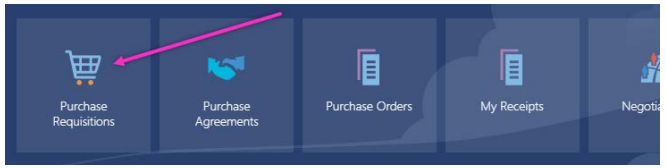
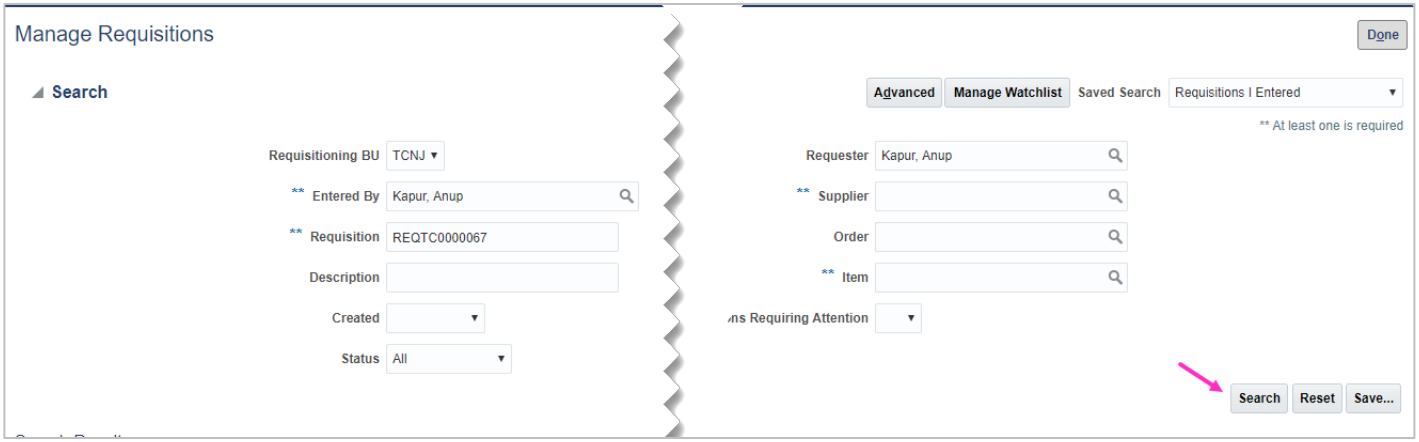
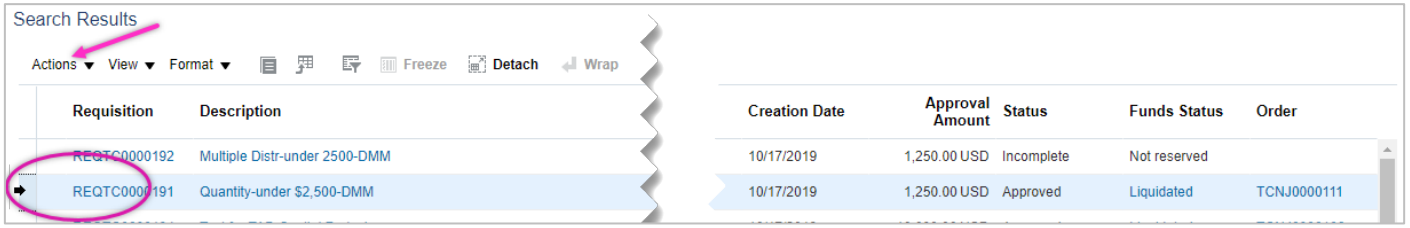
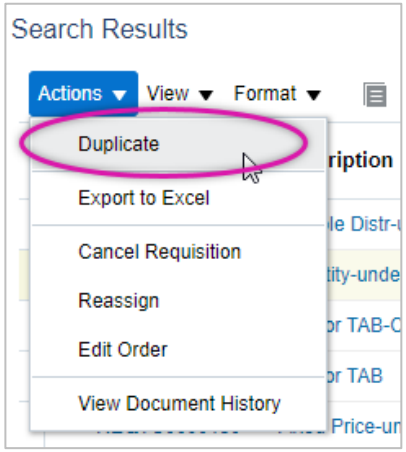
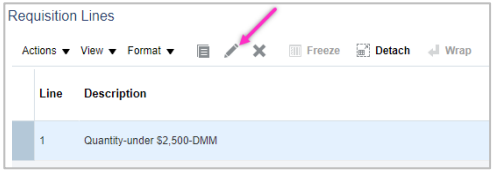
Process Name: Duplicate a Requisition / Purchase Order

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/purchase order you wish to copy (Do not click requisition ID hyperlink) • Select the **Actions** drop down and select **Duplicate**.  
	Change any of the requisition information as needed. To change line information, highlight the line & click the **Edit** button (which looks like a pencil). 
7	Click the **Submit** button (can Check Funds before submitting). Click **OK**