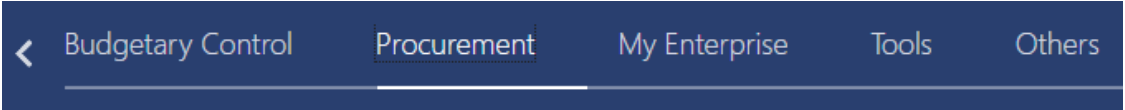
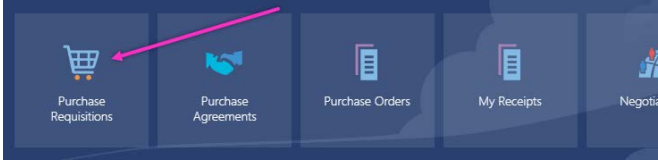

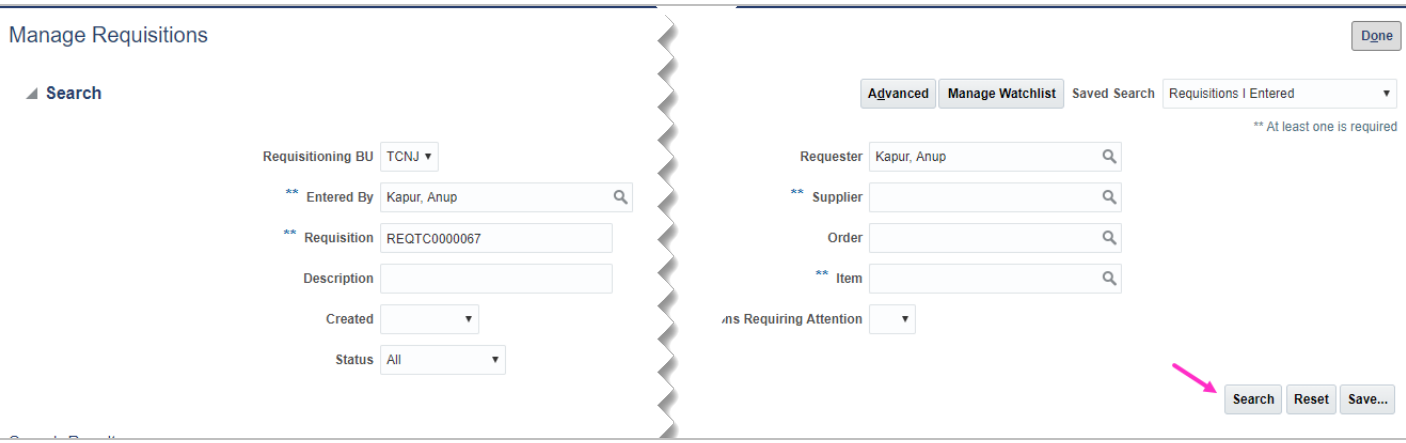


Process Name: Duplicate a Requisition / Purchase Order

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	
3	
4	
5	

<p>6</p>	<ul style="list-style-type: none"> 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. 	<p>The screenshot shows a 'Search Results' interface. At the top, there are tabs for 'Actions', 'View', and 'Format'. Below this is a table with columns: Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, and Order. Two rows are visible: one for REQTC0000192 (Multiple Distr-under 2500-DMM) and one for REQTC0000191 (Quantity-under \$2,500-DMM). The second row is highlighted. To the right, the 'Actions' dropdown menu is open, showing options: Duplicate, Export to Excel, Cancel Requisition, Reassign, Edit Order, and View Document History. The 'Duplicate' option is circled in pink.</p>
	<p>Change any of the requisition information as needed. To change line information, highlight the line & click the Edit button (which looks like a pencil).</p>	<p>The screenshot shows a 'Requisition Lines' interface. At the top, there are tabs for 'Actions', 'View', and 'Format'. Below this is a table with columns: Line and Description. One row is visible: Line 1, Quantity-under \$2,500-DMM. The row is highlighted.</p>
<p>7</p>	<p>Click the Submit button (can Check Funds before submitting). Click OK</p>	