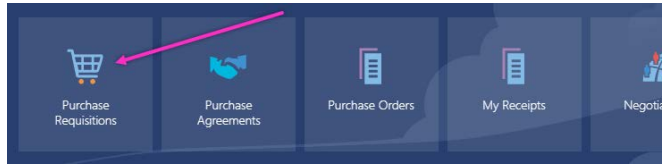
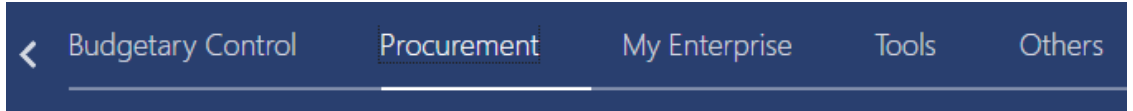


Process Name: Set Requester Defaults

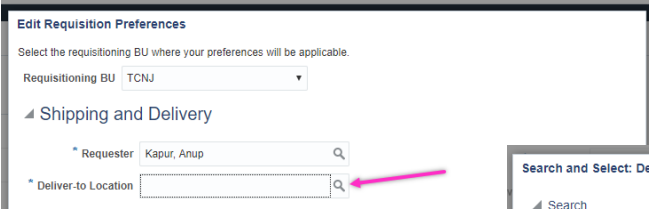
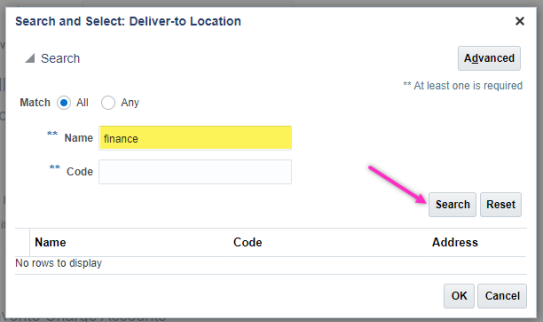
STEP	DETAIL
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner</p>
2	<p>Click the Procurement from the scroll menu</p>
3	<p>Click the Purchase Requisition infotile</p>
4	<p>Click the Pencil icon next to your name in the upper right corner.</p>



5

Select the magnifying glass for the **Deliver-to Location** to search for and select the location.
 (To perform a wide open search, click the Advanced button and change the criteria for the required fields to "Is not blank" and click Search.)

Highlight location to assign.
 Click **OK**

6

Under Favorite Charge Accounts, create a default.

- Select the "+" button on the right.
- Enter a Nickname and select a default Charge Account.
- Click **Save and Close**.

