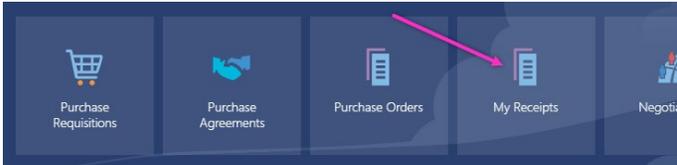
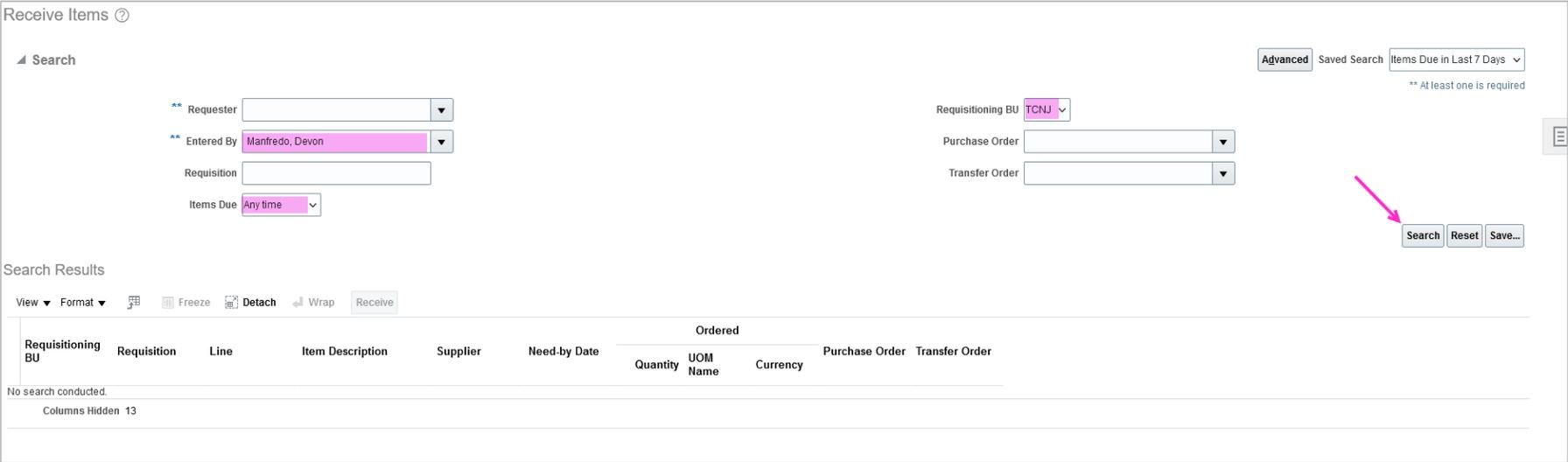


Process Name: Receive a Service PO (Fixed Price)

STEP	DETAIL																																				
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login 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 My Receipts infotile</p> 																																				
4	<p>Search for your Requisition</p>  <p>Receive Items ☺</p> <p>Search</p> <p>Requester <input type="text"/></p> <p>Entered By <input type="text" value="Manfredo, Devon"/></p> <p>Requisition <input type="text"/></p> <p>Items Due <input type="text" value="Any time"/></p> <p>Requisitioning BU <input type="text" value="TCNJ"/></p> <p>Purchase Order <input type="text"/></p> <p>Transfer Order <input type="text"/></p> <p>Advanced Saved Search Items Due in Last 7 Days <input type="text" value="Items Due in Last 7 Days"/></p> <p>** At least one is required</p> <p>Search Reset Save...</p> <p>Search Results</p> <p>View Format Freeze Detach Wrap Receive</p> <table border="1"> <thead> <tr> <th rowspan="2">Requisitioning BU</th> <th rowspan="2">Requisition</th> <th rowspan="2">Line</th> <th rowspan="2">Item Description</th> <th rowspan="2">Supplier</th> <th rowspan="2">Need-by Date</th> <th colspan="3">Ordered</th> <th rowspan="2">Purchase Order</th> <th rowspan="2">Transfer Order</th> </tr> <tr> <th>Quantity</th> <th>UOM Name</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td colspan="11">No search conducted.</td> </tr> <tr> <td colspan="11">Columns Hidden 13</td> </tr> </tbody> </table>	Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Transfer Order	Quantity	UOM Name	Currency	No search conducted.											Columns Hidden 13										
Requisitioning BU	Requisition							Line	Item Description	Supplier			Need-by Date	Ordered			Purchase Order	Transfer Order																			
		Quantity	UOM Name	Currency																																	
No search conducted.																																					
Columns Hidden 13																																					

- Highlight the row or rows to be Received.
- Click **Receive** button.

5

Receive Items

▶ Search Advanced Saved Search Items Due in L

Search Results

View ▼ Format ▼ **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supp Item	Supplier	Ordered			Received	Available	Invoiced	Purchase Order	Purchase Order Line	Purchase Order Schedule
						Quantity	UOM Name	Currency						
TCNJ	REQTC0000133	1	Test for change order		Dell Marketing L.P.	5	EACH		0	5	0	TCNJ0000075	1	1
TCNJ	REQTC0000133	2	Test for change order		Dell Marketing L.P.	10	EACH		0	10	0	TCNJ0000075	2	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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Enter the amount to be Received.

Click **Submit**.

ORACLE Home 1 AK

Create Receipts **Submit** Cancel

Actions ▼ View ▼ Format ▼

Requisition	Item Description	Receipt			Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order	Transfer Order
		Quantity	UOM Name	Currency						
REQTC0000180	Fixed Price-under 25...	1,900		USD	10/18/2015		TCNJ	TCNJ0000104		

Columns Hidden 11