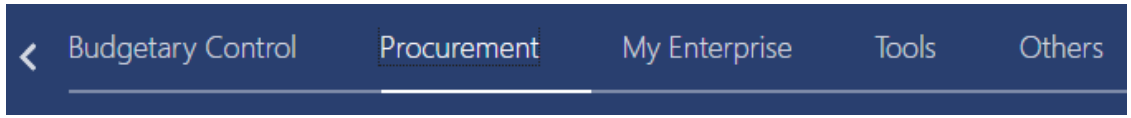
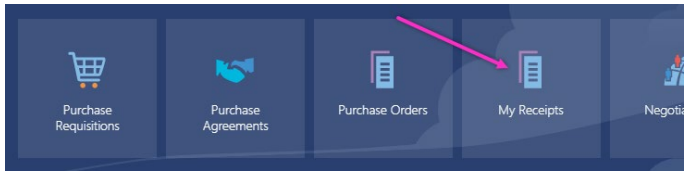
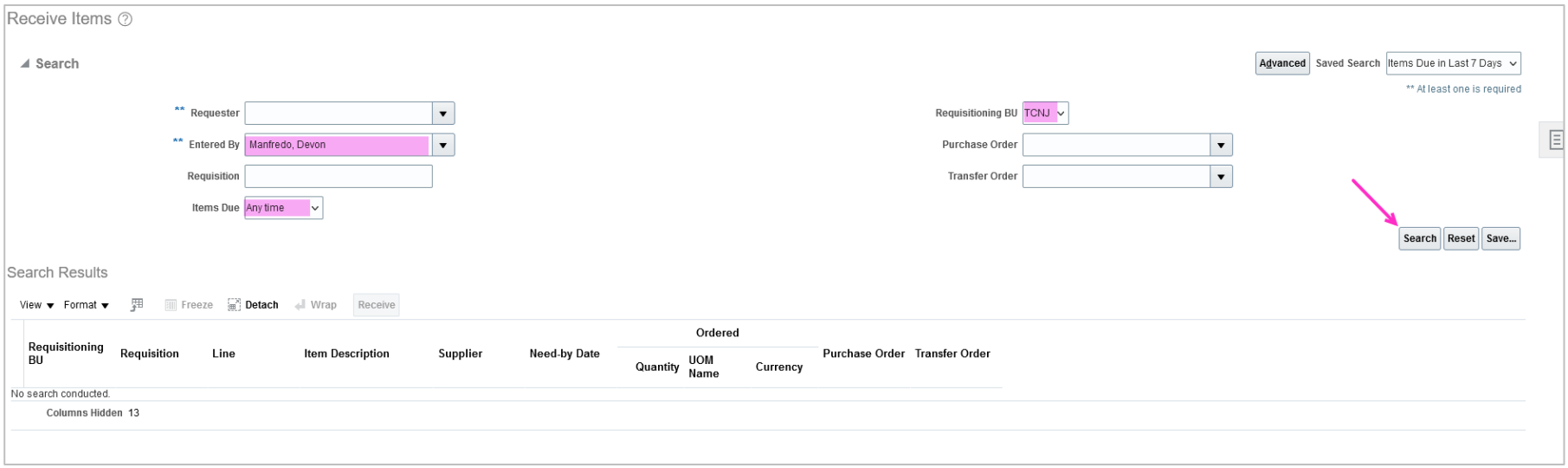
TCNJ THE COLLEGE OF NEW JERSEY

Process Name: Receive a Service PO (Fixed Price)

STEP	DETAIL
1	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
2	Click the **Procurement** from the scroll menu 
3	Click the **My Receipts** infotile 
4	Search for your Requisition 

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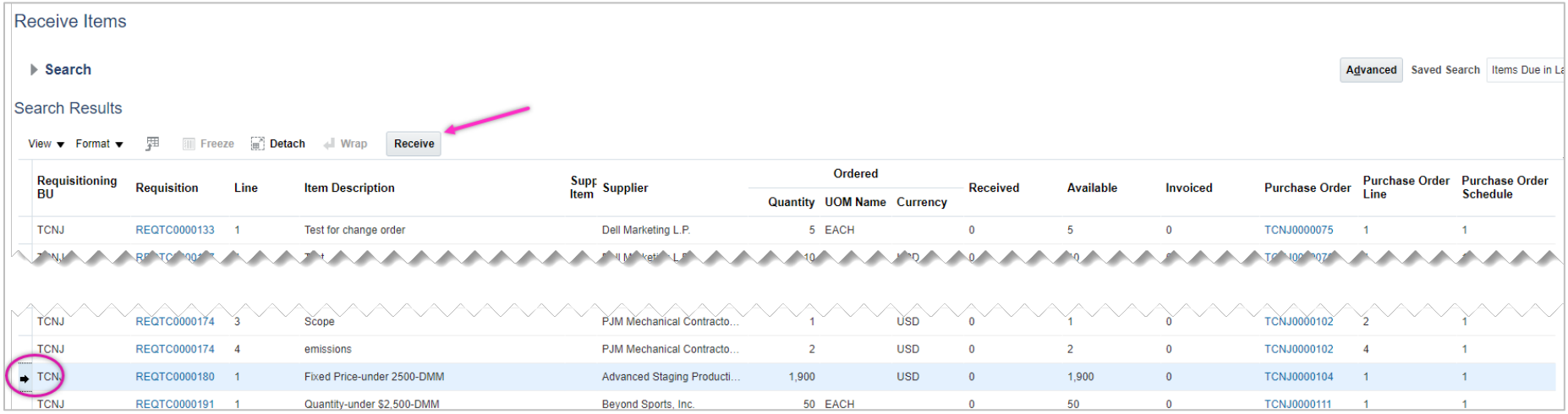
- Highlight the row or rows to be Received.
- Click **Receive** button.



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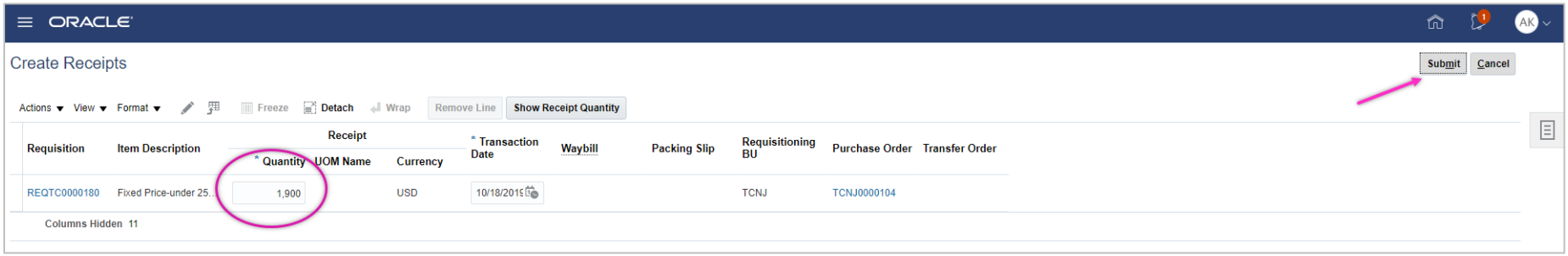
Enter the amount to be Received.

Click **Submit**.