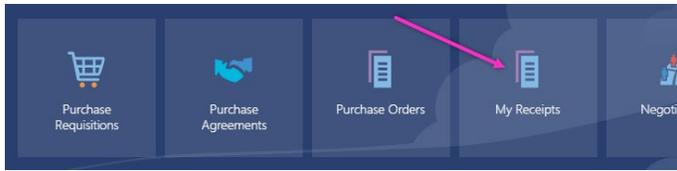


Process Name: Receive a Goods PO (Quantity)

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 My Receipts infotile
4	Search for your Requisition



Receive Items ⓘ

Search

Requester

Entered By

Requisition

Items Due

Requisitioning BU

Purchase Order

Transfer Order

Advanced Saved Search Items Due in Last 7 Days

** At least one is required

Search Reset Save...

Search Results

View Format Freeze Detach Wrap Receive

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 Item

Search Results

View ▼ Format ▼ Freeze Detach Wrap **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supp Item	Supplier	Ordered			Received	Available	Invoiced	Purchase Order	Purchase Order Line	Purchase 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	REQTC0000134	1	Test for change order		Dell Marketing L.P.	10	EACH		0	10	0	TCNJ0000075	1	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

Rows Selected: 1 Columns Hidden: 4

6

Enter the **quantity** to be Received.

Click **Submit**.

ORACLE Home 1 AK

Create Receipts Submit Cancel

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap Remove Line Show Receipt Quantity

Requisition	Item Description	Receipt	Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order	Transfer Order
		* Quantity - UOM Name						
REQTC0000191	Quantity-under \$2,500...	<input type="text"/> EACH ▼	10/18/2015			TCNJ	TCNJ0000111	

Columns Hidden: 11