

## Redwood SSP Receiving Expense Items

To receive expense Po's in the Redwood SSP page, need to enable the following profile options:

1. **ORA\_RCV\_SELF\_SERVICE\_RECEIVING\_REDWOOD\_ENABLED – Yes**
2. **ORA\_RCV\_SSR\_ENABLE\_MULTIPLE\_LINE\_RECEIVING- Yes**

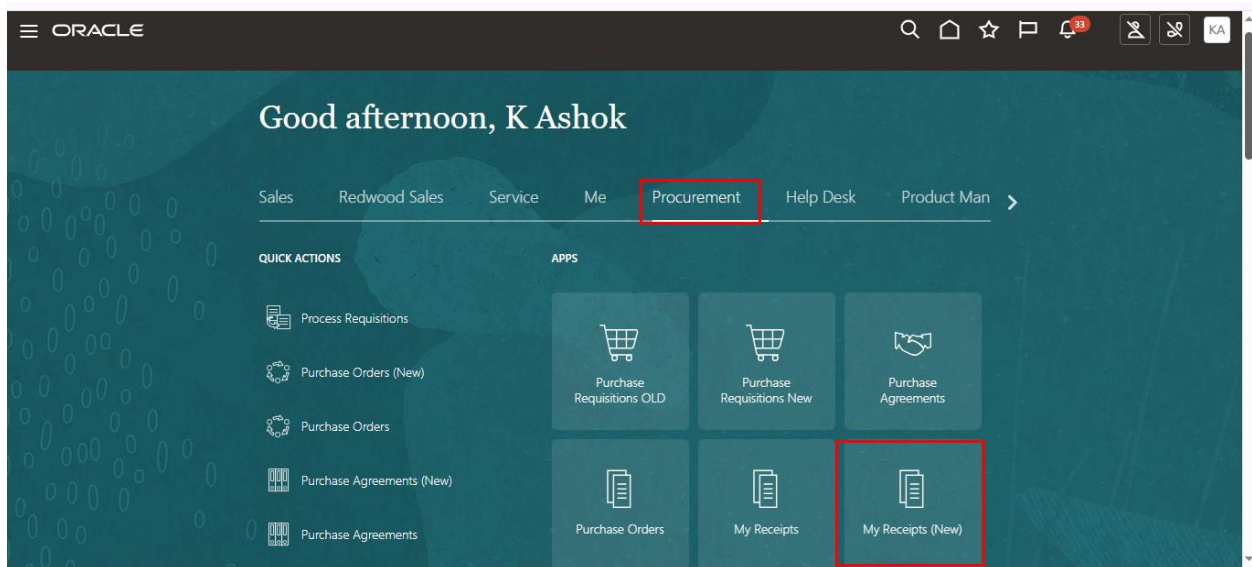
Once the profile options are enabled, please create a custom role with the below privilege and give the role access to your user.

**Privilege: Create Receipt with the Responsive Self Service Receiving Application.**

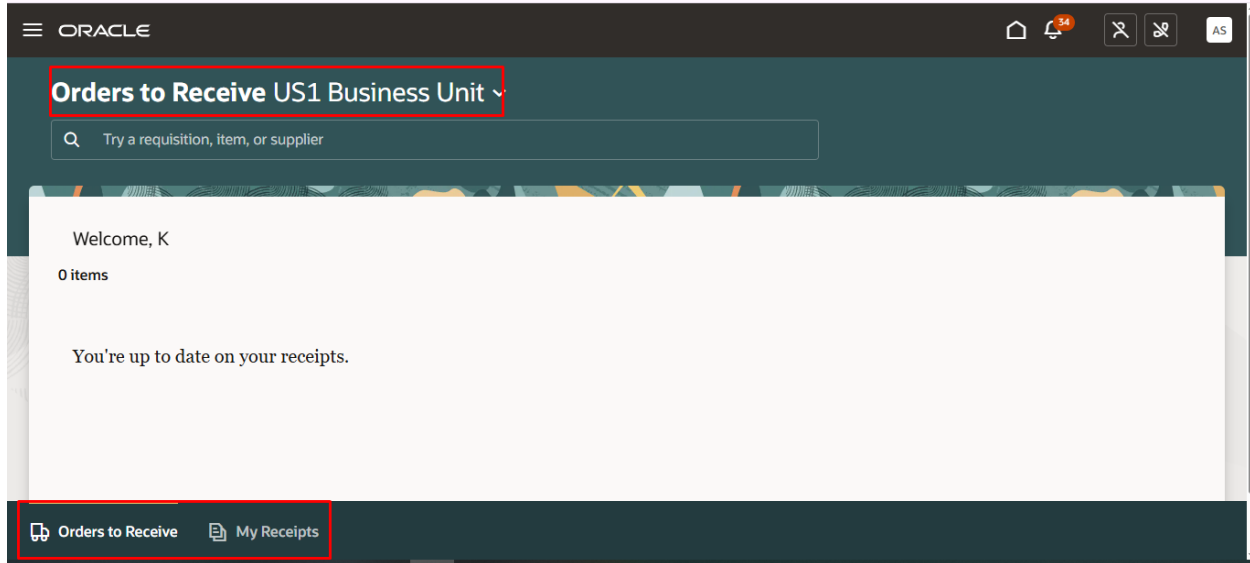
The Expense Item should meet the following criteria:

1. Receipt Routing should be Direct Receipt
2. The match option should be 2 way or 3 Way
3. The item should not be lot or serial control.

Home Screen → Procurement → My Receipts (New)



My Receipts Page will be open in redwood.

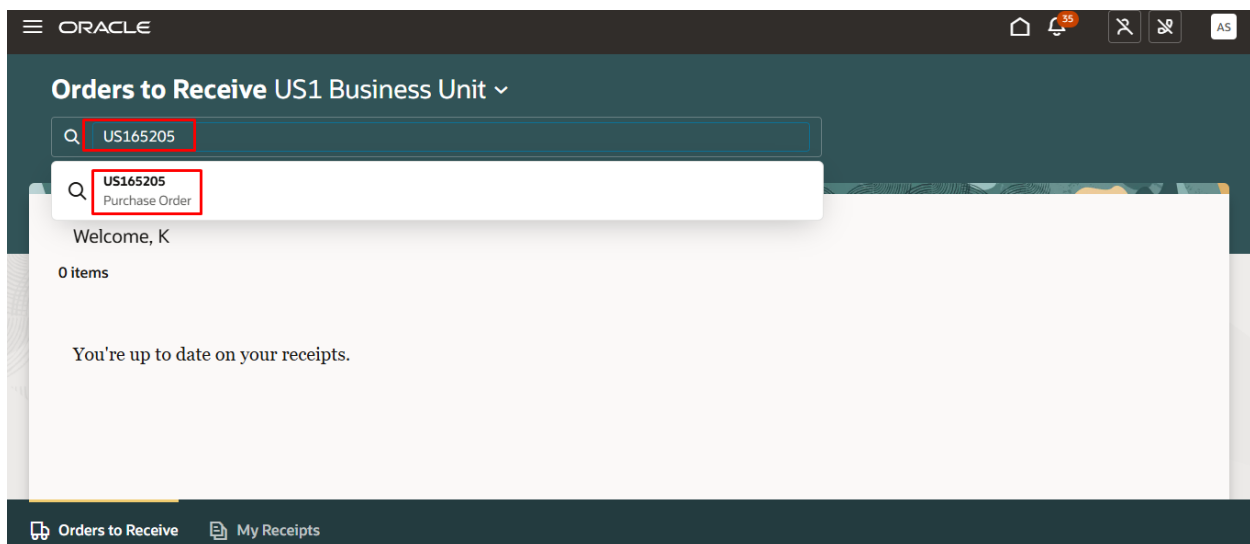


**Orders to receive:** - we will receive the Expense destination purchase orders.

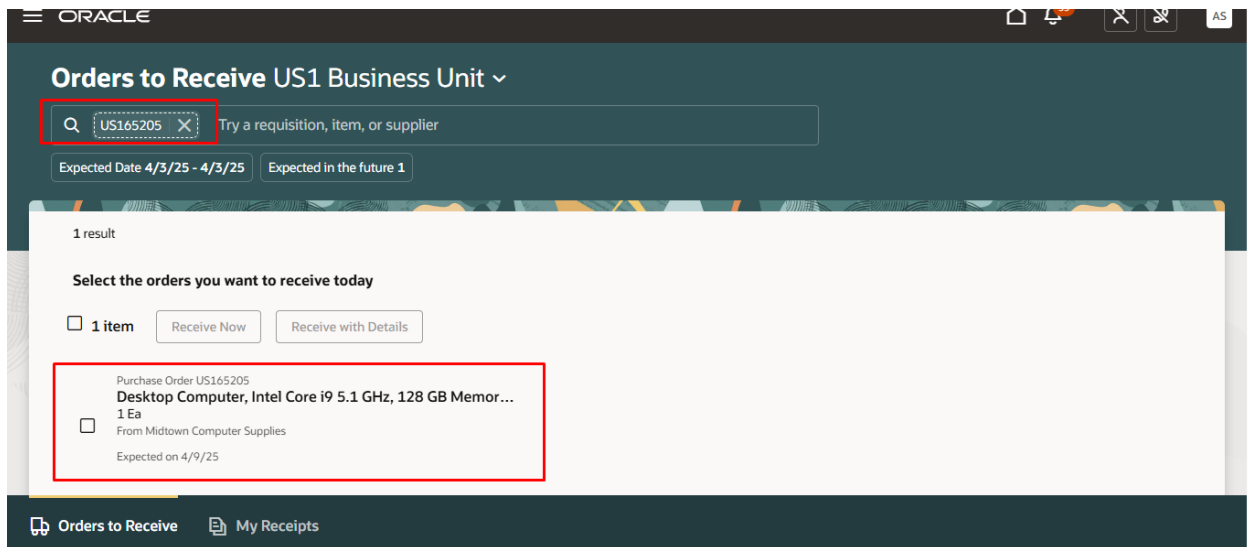
**My Receipt:** - Already received Receipts we can check it.

Query with the Purchase order num which you want to receive.

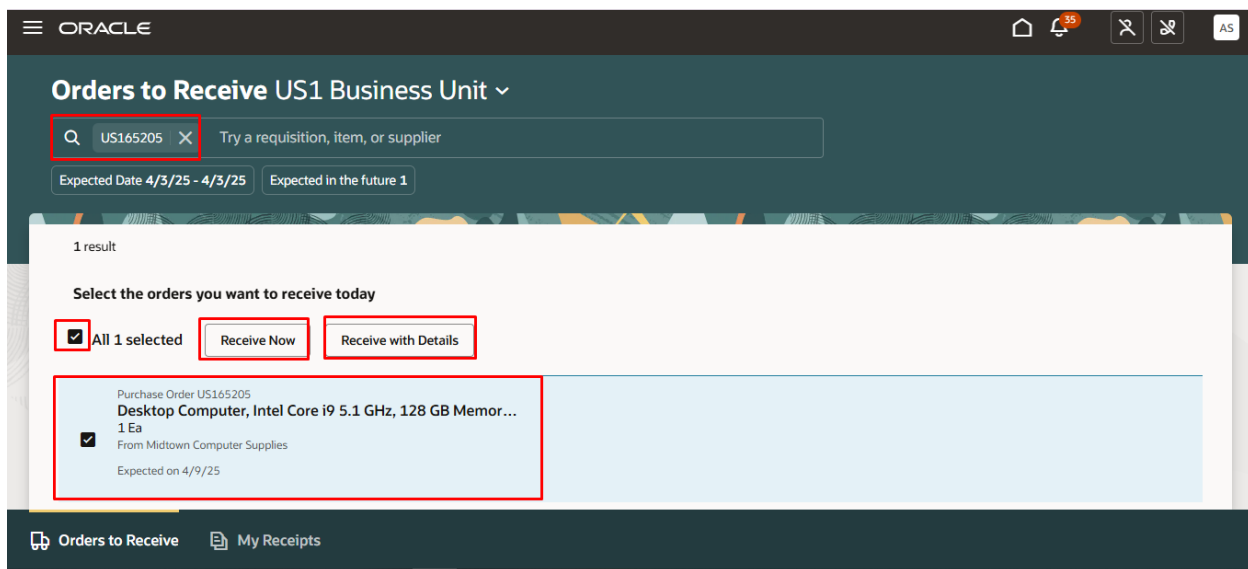
**Ex: - US165205**



Select the quired purchase Order US165205



Select the orders you want to receive today

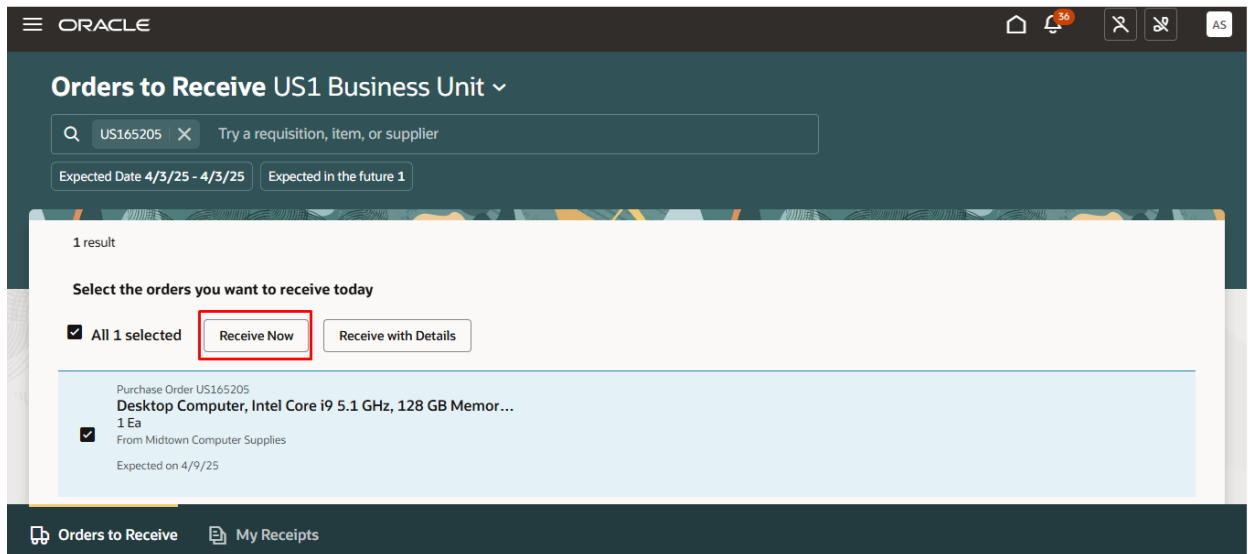


**Receive Now:** - If you click on Receive Now it will direct create the receipt.

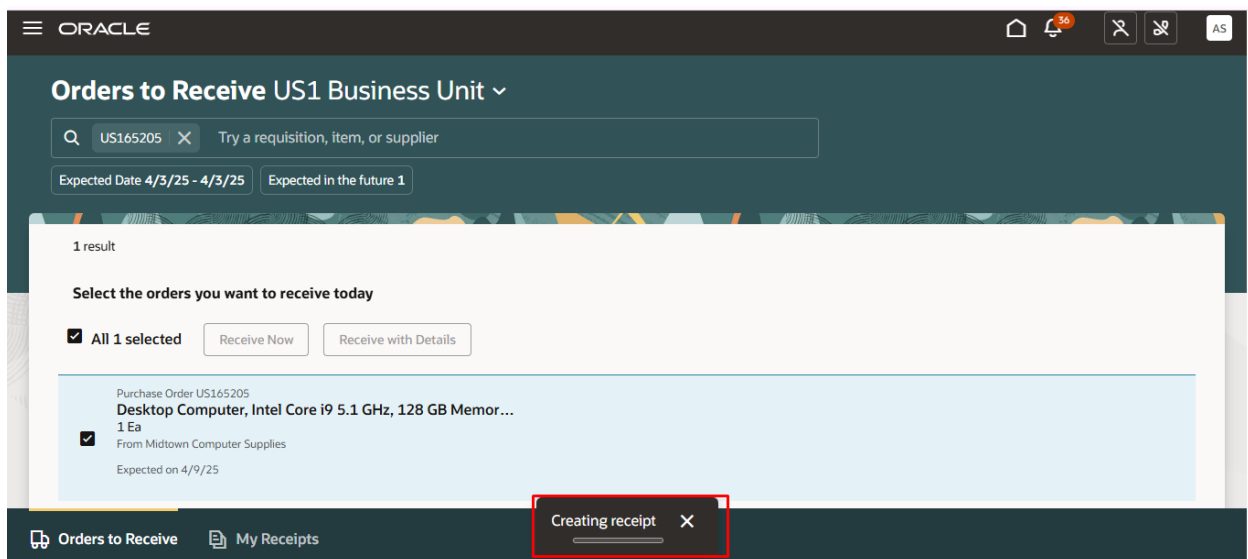
**Receive with details:** If you click on Receive with details, we can see the all the details of the purchase Order.

**Receive Now:** - If you click on Receive Now it will direct create the receipt.

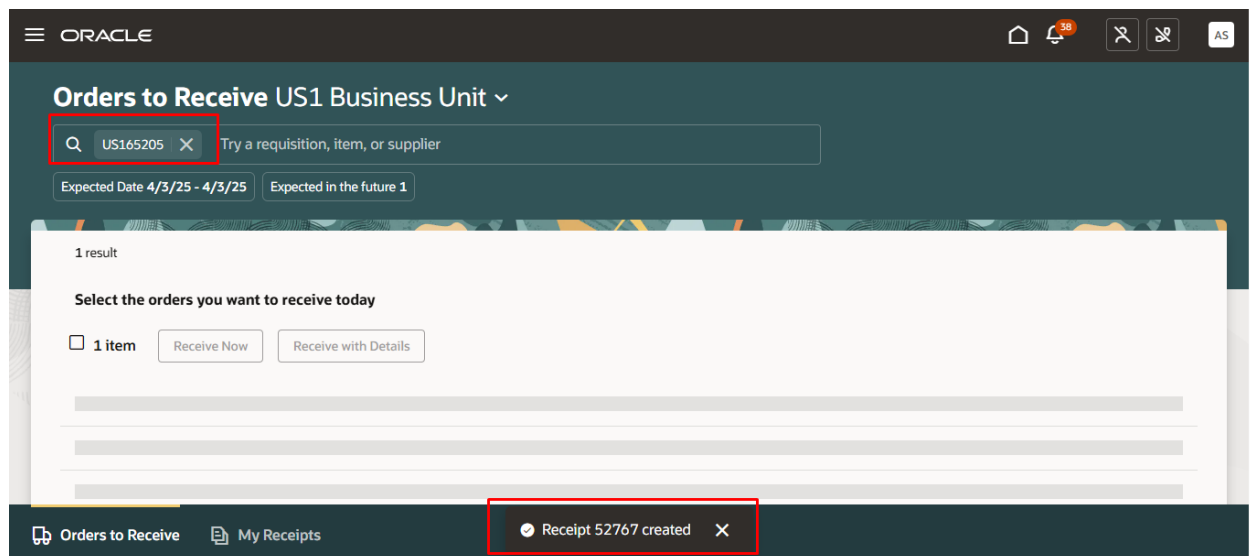
Ex: US165205



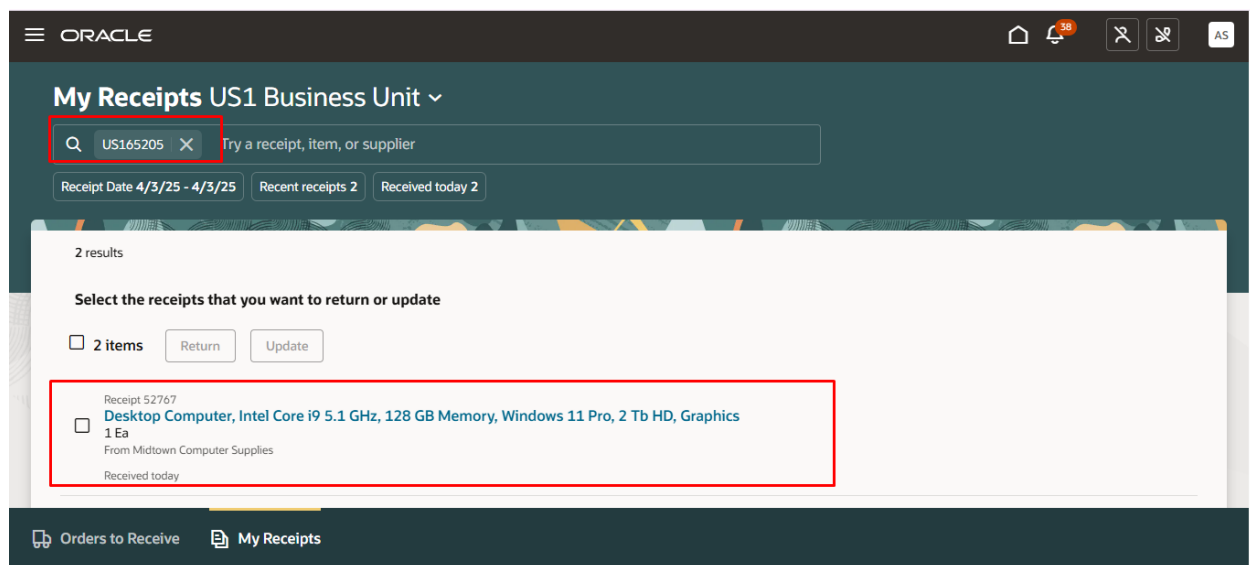
You can observe that the receipt creating status



Once the receipt is created you will get the pop with the receipt number.



We can see in my receipt page the receipt is created with that purchase order.



**Receive with details:** If you click on Receive with details, we can see the all the details of the purchase Order.

Ex: US165206

The screenshot shows the Oracle 'Orders to Receive' interface for the 'US1 Business Unit'. A search bar contains 'US165206'. Below the search bar, there are filters for 'Expected Date 4/3/25 - 4/3/25' and 'Expected in the future 1'. A modal window displays '1 result' and asks to 'Select the orders you want to receive today'. It shows a checkbox for 'All 1 selected' and two buttons: 'Receive Now' and 'Receive with Details' (highlighted with a red box). Below the buttons, a list item is shown: 'Purchase Order US165206', 'Desktop Computer, Intel Core i9 5.1 GHz, 128 GB Memor...', '1 Ea', 'From Midtown Computer Supplies', and 'Expected on 4/9/25'.

We can check the remaining qty, Ordered Qty and Receipt qty etc..

The screenshot shows the 'New receipt' form in the Oracle system. The left sidebar shows the 'Orders to Receive' interface with the 'Receive with Details' button highlighted. The main form displays the following details: 'New receipt 1 of 1', 'Desktop Computer, Intel Core i9 5.1 GHz, 128 GB Memory, Windows 11 Pro, 2 Tb HD, Graphics', 'Supplier: Midtown Computer Supplies', 'Quantity Received to Date: 0 Ea', and 'Order Quantity: 1 Ea'. A table shows 'Remaining Quantity: 1 Ea'. Below this, the 'Add details of your receipt' section has a 'Receipt Quantity' dropdown set to '1' and a 'UOM' dropdown set to 'Ea'. At the bottom, there are 'Attachments' and 'Cancel'/'Submit' buttons.

You can add the attachments, Tracking Num & Packing Slip Details & Notes etc..

The screenshot shows the Oracle 'Orders to Receive' interface. The main panel displays a receipt summary for 'Purchase Order US165206' with details: 'Desktop Computer, Intel Core i9 5.1 GHz, 128 GB Memor...', '1 Ea', 'From Midtown Computer Supplies', and 'Expected on 4/9/25'. The sidebar on the right, titled 'Add details of your receipt', contains several sections: 'Receipt Quantity' (set to 1), 'UOM' (set to Ea), 'Attachments' (with a 'Drag and Drop' area and an 'Add URL' button), 'Receipt details' (with 'Tracking Number' and 'Packing Slip' fields), and 'Notes'.

We can see the receipt date and additional information and all.

The screenshot shows the Oracle 'New receipt' interface. The main panel displays a receipt summary for 'Purchase Order US165206' with details: 'Desktop Computer, Intel Core i9 5.1 GHz, 128 GB Memor...', '1 Ea', 'From Midtown Computer Supplies', and 'Expected on 4/9/25'. The sidebar on the right, titled 'New receipt', contains several sections: 'Receipt Date' (set to 4/3/25 12:39 PM), 'Additional information' (with a 'Context Value' dropdown), 'Or' (a separator), 'If you have a problem with your order, contact your buyer, K Ashok.', 'Not sure about the entered details?' (with an 'Exclude this order from the receipt' checkbox), and 'Cancel' and 'Submit' buttons.

In the more details we can see purchase order details, PO line details, Requester and Requisition Details.

The screenshot shows the Oracle 'Orders to Receive' interface for 'US1 Business Unit'. A search bar contains 'US165206'. Below the search bar, there are filters for 'Expected Date 4/3/25 - 4/3/25' and 'Expected in the future 1'. A list of 1 result is shown, with 'All 1 selected' checked. The 'Receive with Details' button is highlighted. The 'More details' panel on the right shows the following information:

More details	
Description Desktop Computer, Intel Core i9 5.1 GHz, 128 GB Memory, Windows 11 Pro, 2 Tb HD, Graphics	
Supplier Item	
Purchase Order US165206	Purchase Order Line 1
Purchase Order Schedule 1	Shipment
Requisition 204283	Project Number
Task Number	Kanban Card
Requester K Ashok	
Note to Receiver	

Once you verify all the details click on submit.

The screenshot shows the same Oracle 'Orders to Receive' interface. The 'Receive with Details' button is still highlighted. The 'More details' panel on the right shows the same information as the previous screenshot. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted.



Once submitted the Creating receipt will pop up.

The screenshot shows the Oracle 'Orders to Receive' interface for 'US1 Business Unit'. A search bar at the top contains 'US165206'. Below it, a list of results shows a single item: 'Desktop Computer, Intel Core i9 5.1 GHz, 128 GB Memor...'. The item is selected, and the 'All 1 selected' checkbox is checked. A 'Creating receipt' dialog box is open at the bottom right, with a red box highlighting it. The dialog box has a 'Cancel' button and a 'Submit' button. The background interface includes a sidebar with 'Supplier Item' details and a main content area with 'Purchase Order' and 'Purchase Order Line' information.

Supplier Item

Purchase Order US165206

Purchase Order Line 1

Purchase Order Schedule 1

Requisition 204283

Task Number

Requester K Ashok

Note to Receiver

Manufacturer details

Manufacturer

Manufacturer Part Number

Expected Date 4/3/25 - 4/3/25

Expected in the future 1

1 result

Select the orders you want to receive today

☒ All 1 selected

Receive Now

Receive with Details

Purchase Order US165206

Desktop Computer, Intel Core i9 5.1 GHz, 128 GB Memor... 1 Ea

From Midtown Computer Supplies

Expected on 4/9/25

Creating receipt

Cancel

Submit

Once the receipt is created the receipt number will pop up.

The screenshot shows the Oracle 'Orders to Receive' interface for 'US1 Business Unit'. The search bar still contains 'US165206'. The list of results is now empty, and the '1 item' checkbox is unchecked. A notification bar at the bottom right shows 'Receipt 52768 created' with a red box highlighting it. The background interface is the same as the previous screenshot, but the 'Creating receipt' dialog box is no longer present.

Supplier Item

Purchase Order US165206

Purchase Order Line 1

Purchase Order Schedule 1

Requisition 204283

Task Number

Requester K Ashok

Note to Receiver

Manufacturer details

Manufacturer

Manufacturer Part Number

Expected Date 4/3/25 - 4/3/25

Expected in the future 1

1 result

Select the orders you want to receive today

☐ 1 item

Receive Now

Receive with Details

Receipt 52768 created

