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**

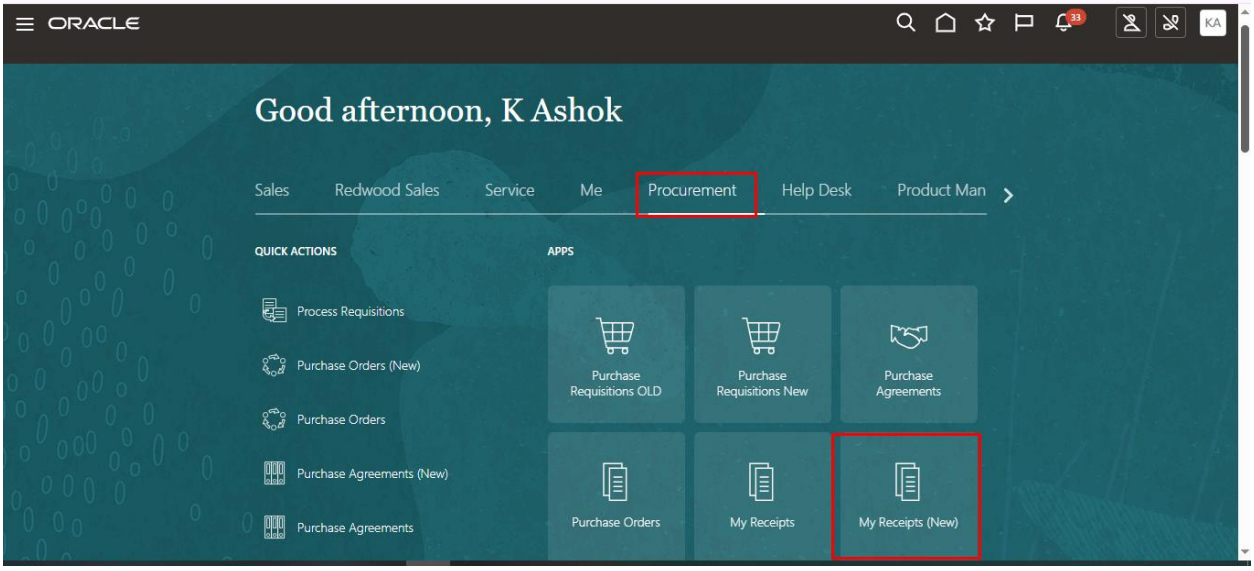
Once the profile options are enabled, please create a custom role with the below privilege and give the role access to your user.

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

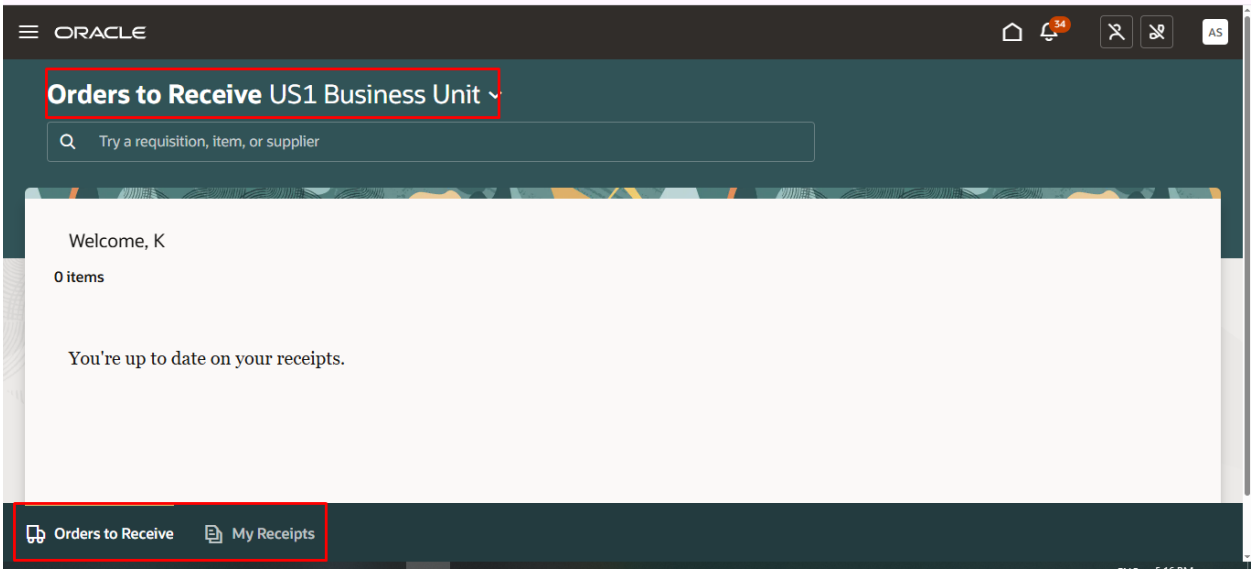
The Expense Item should meet the following criteria:

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.

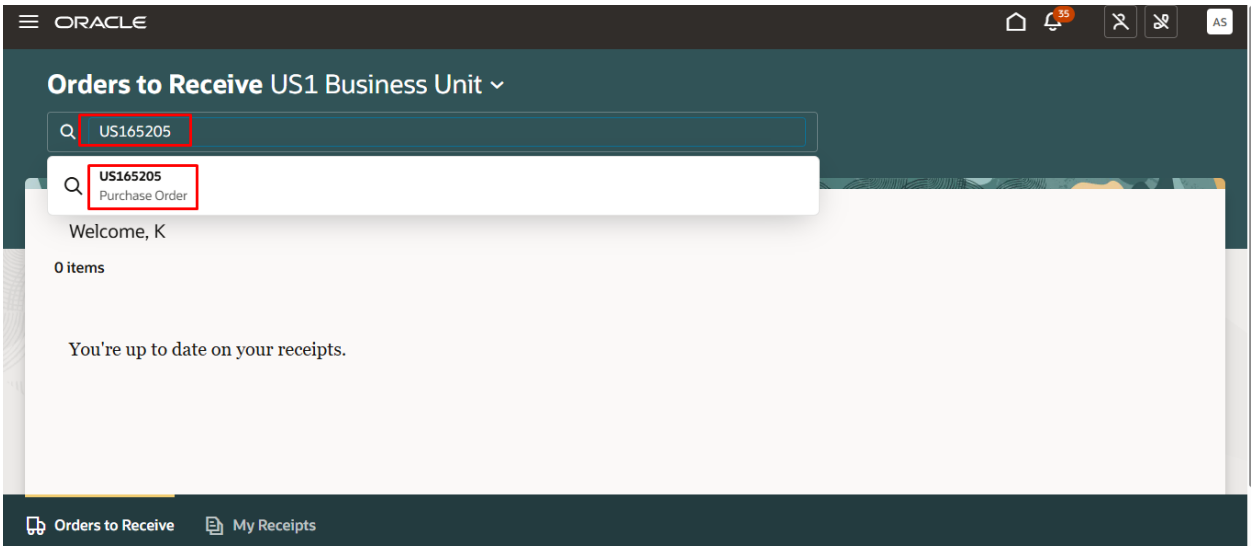


Orders to receive: - we will receive the Expense destination purchase orders.

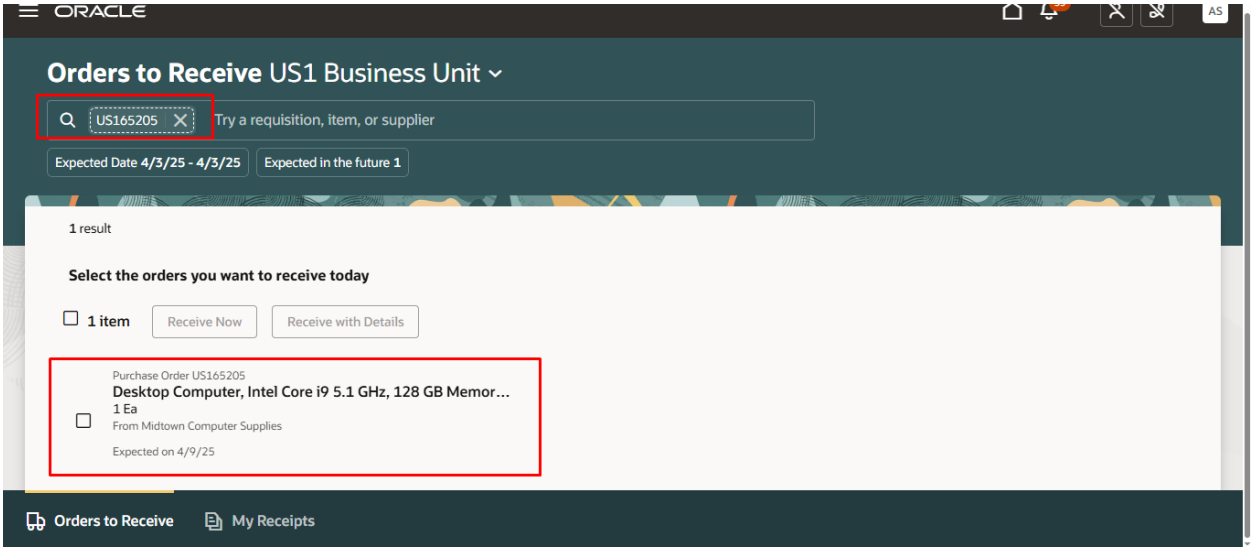
My Receipt: - Already received Receipts we can check it.

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

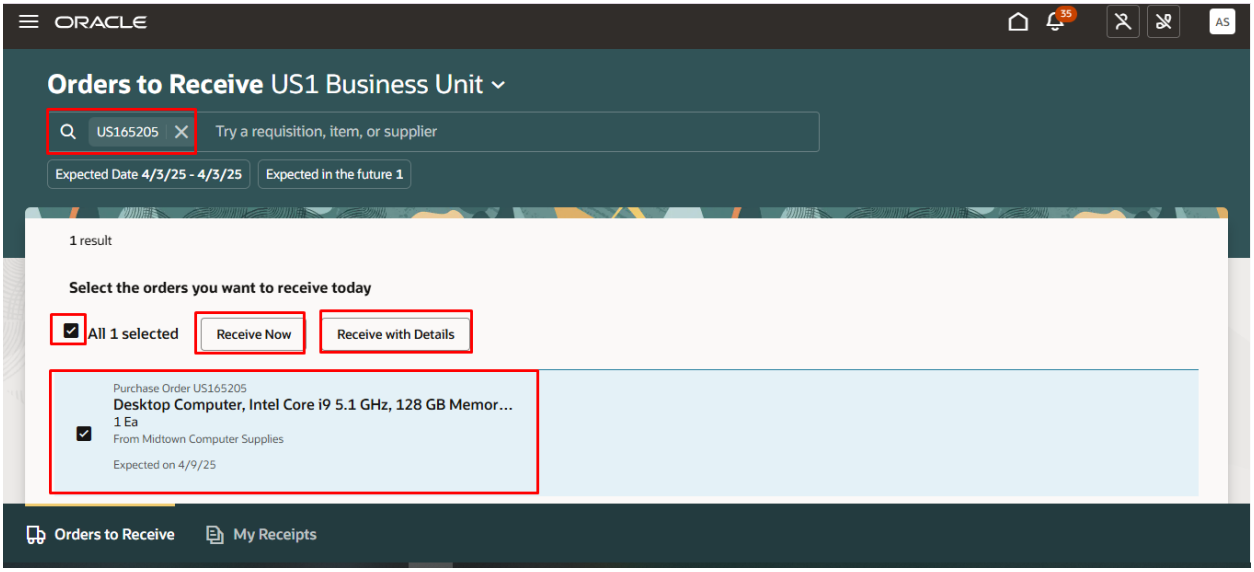
Ex: - US165205



Select the quired purchase Order US165205



Select the orders you want to receive today

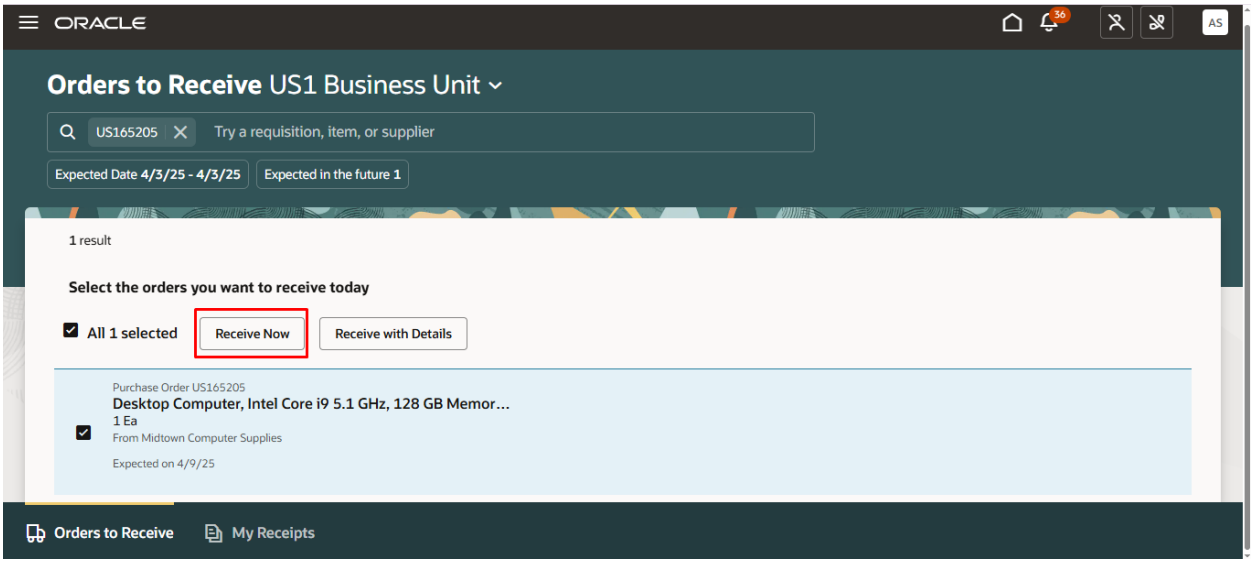


Receive Now: - If you click on Receive Now it will direct create the receipt.

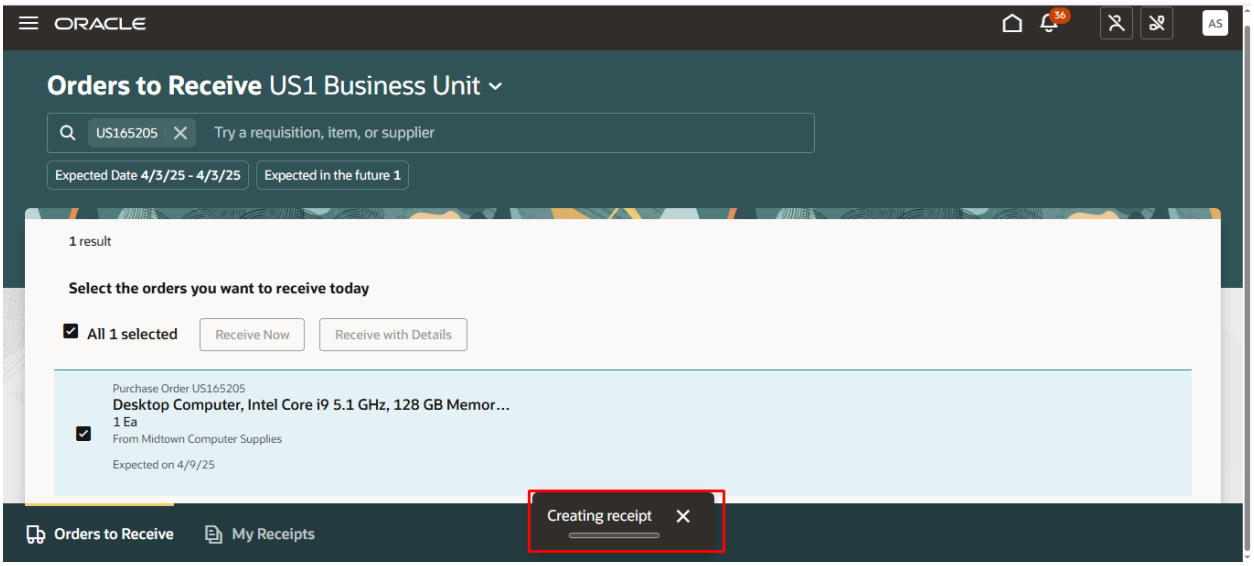
Receive with details: If you click on Receive with details, we can see the all the details of the purchase Order.

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

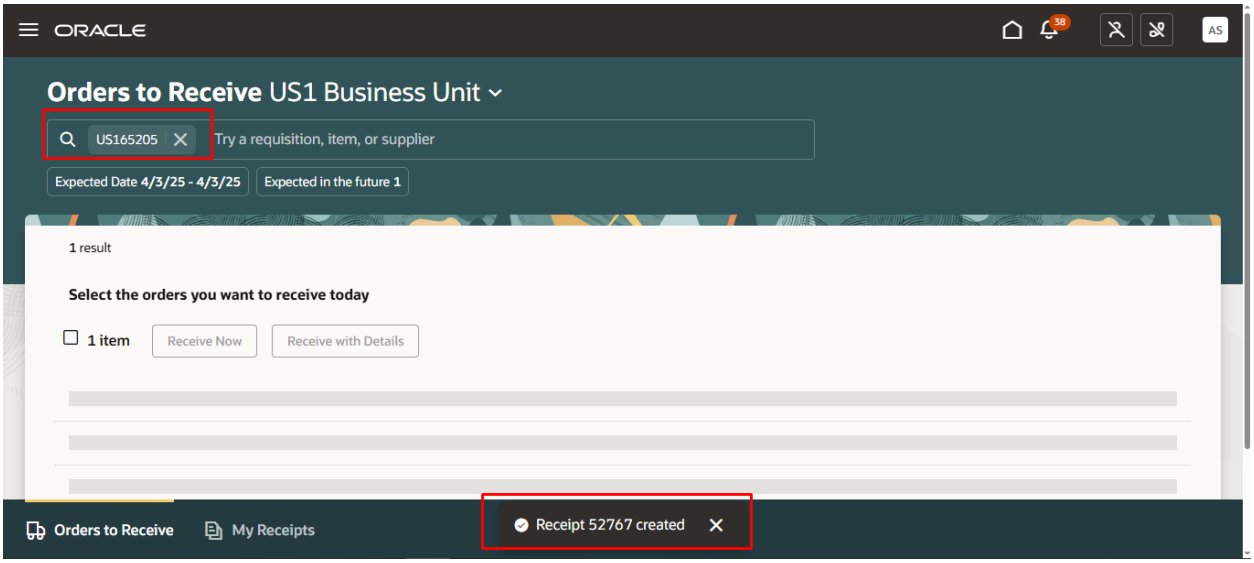
Ex: US165205



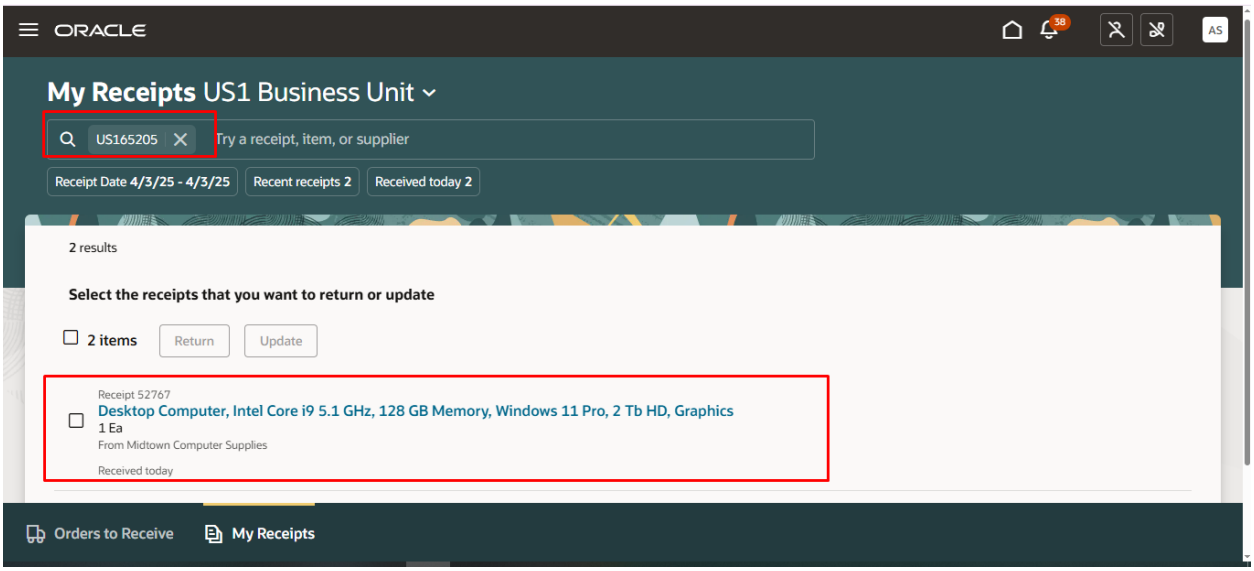
You can observe that the receipt creating status



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

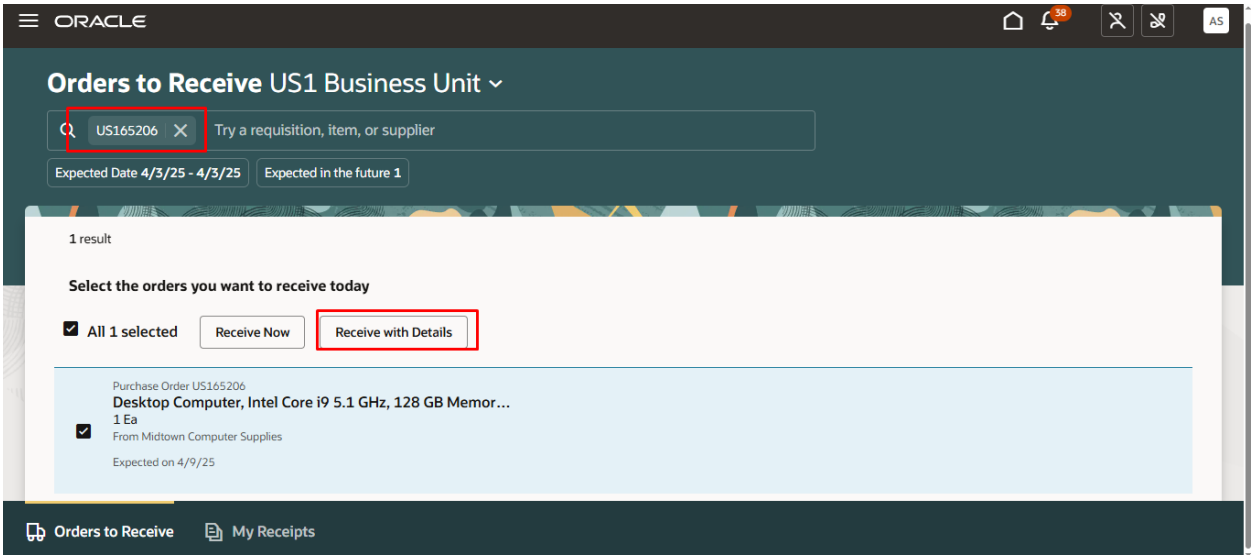


We can see in my receipt page the receipt is created with that purchase order.

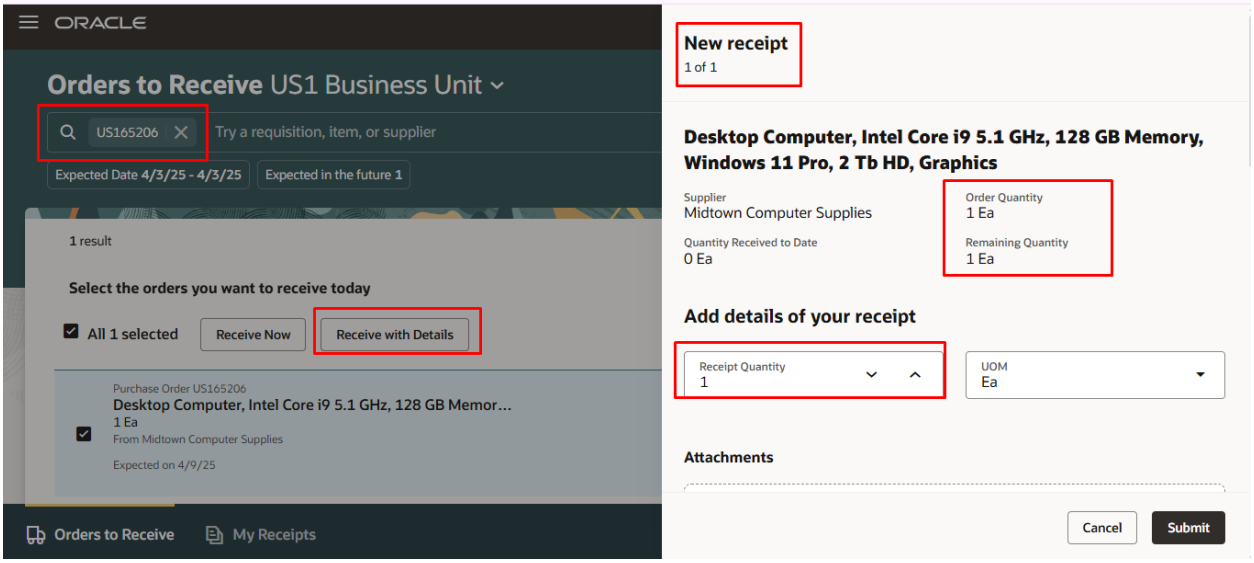


Receive with details: If you click on Receive with details, we can see the all the details of the purchase Order.

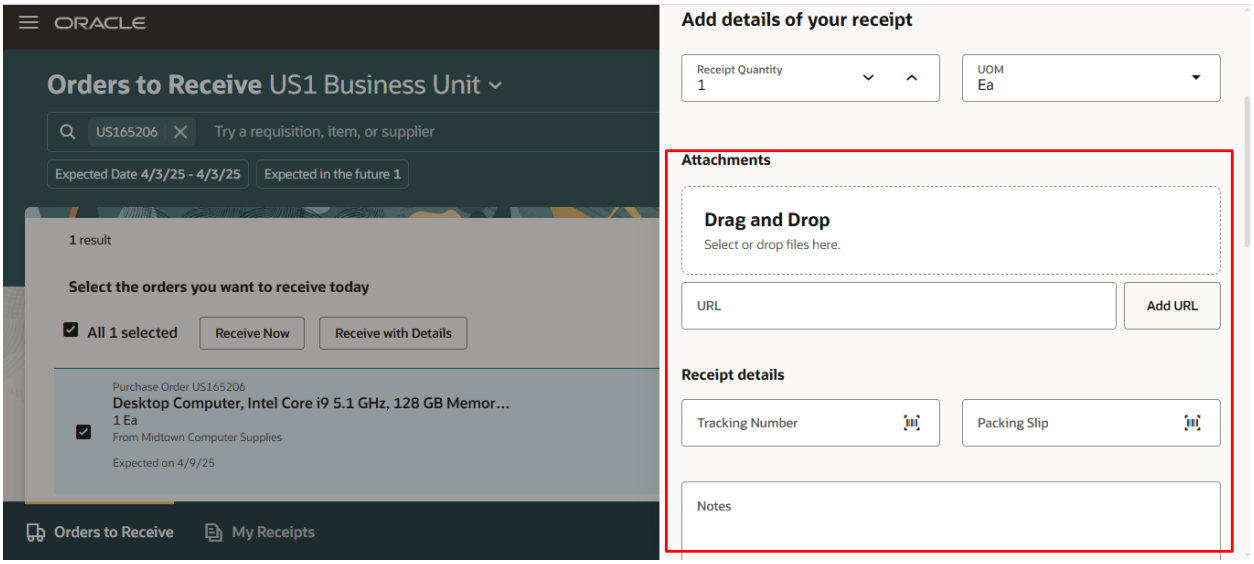
Ex: US165206



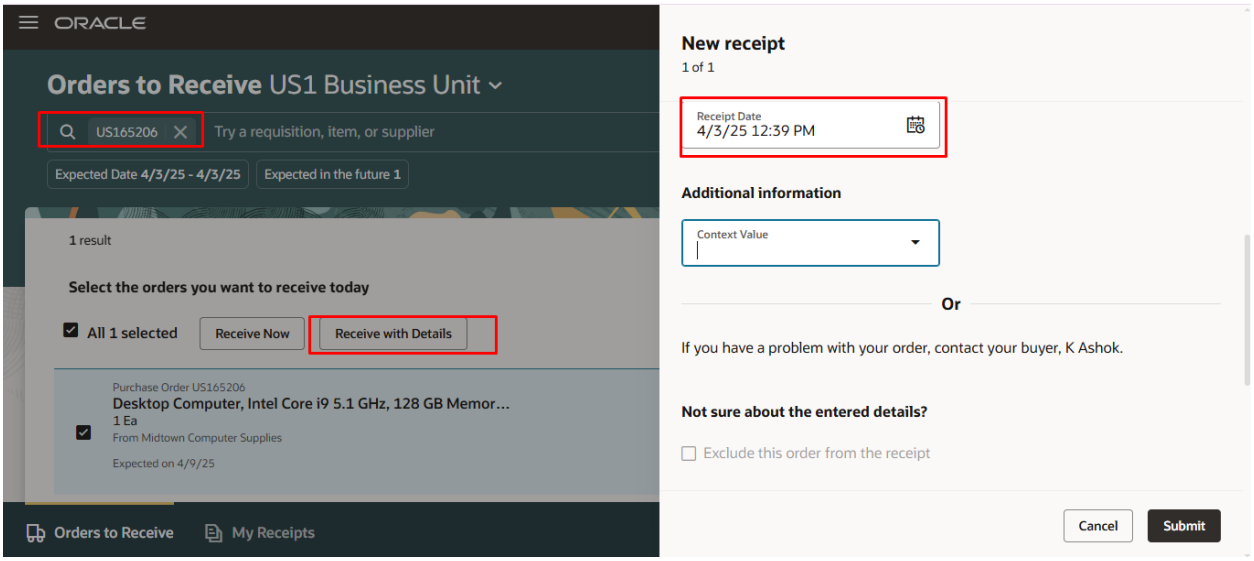
We can check the remaining qty, Ordered Qty and Receipt qty etc..



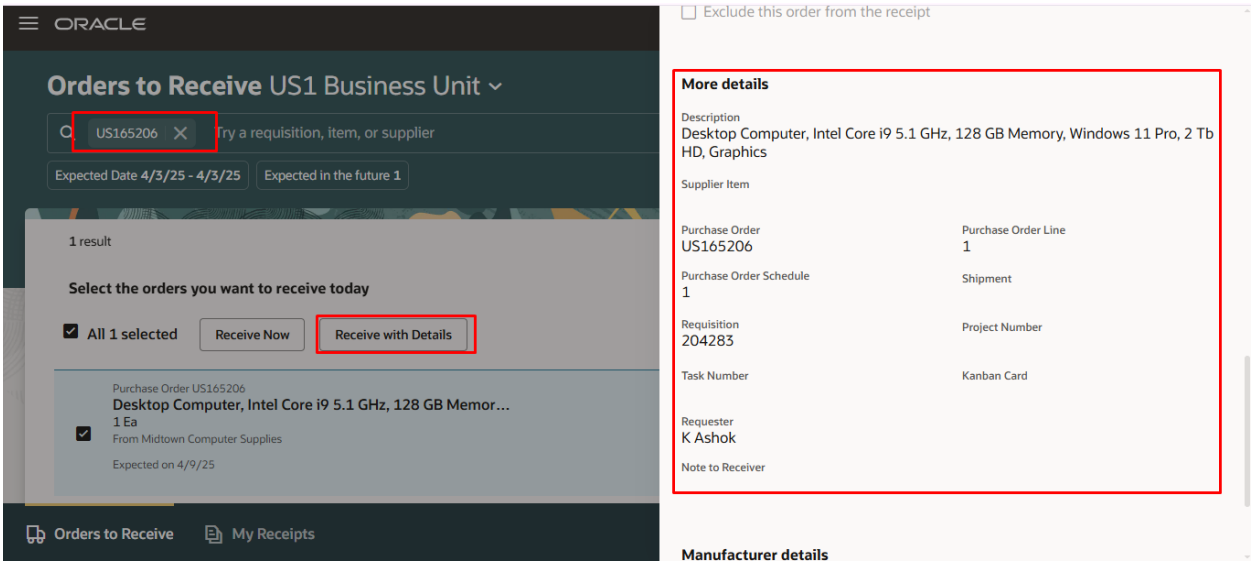
You can add the attachments, Tracking Num & Packing Slip Details & Notes etc..



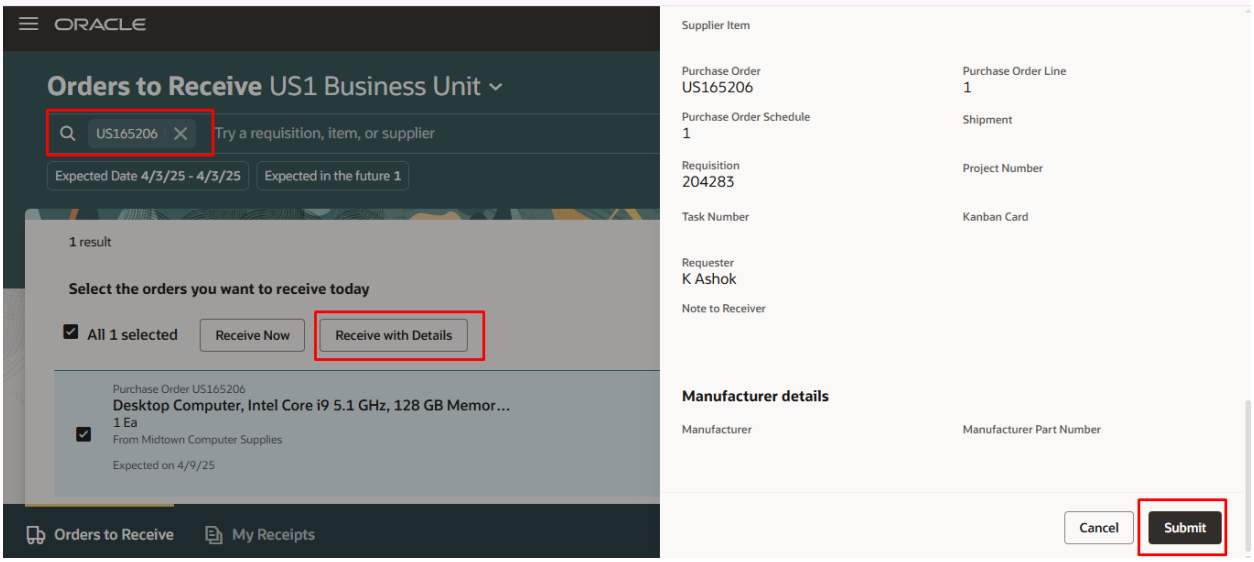
We can see the receipt date and additional information and all.



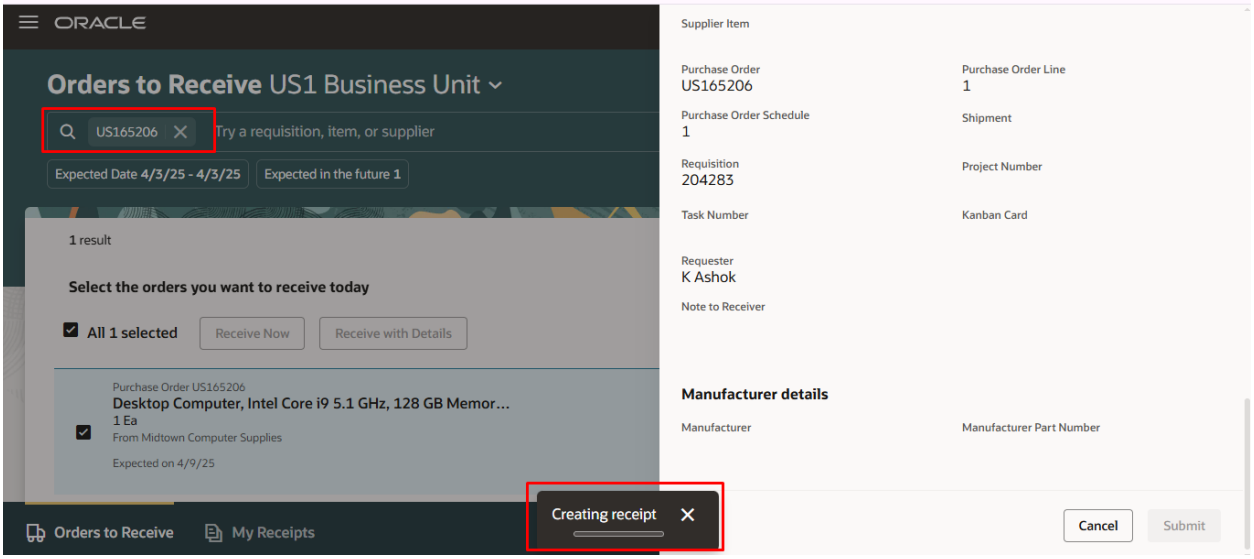
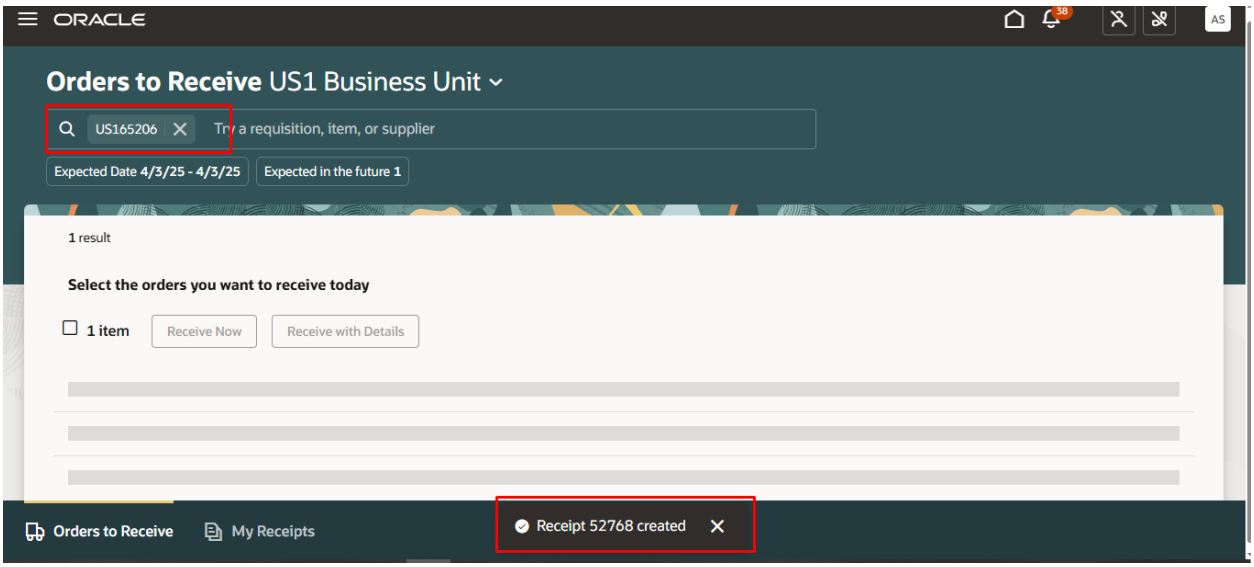
In the more details we can see purchase order details, PO line details, Requester and Requisition Details.



Once you verify all the details click on submit.



Once submitted the Creating receipt will pop up.



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