



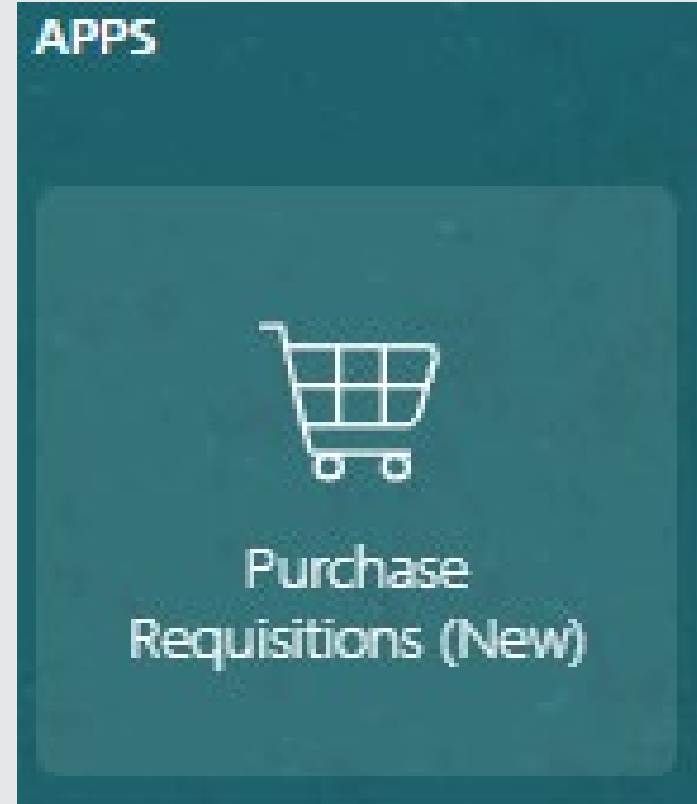
Oracle Cloud Requisitioner “Redwood” RSSP Edition

October 2025



Key Changes Procurement Purchase Requisition APP

- Oracle updated the purchase requisition APP project name Redwood also known as the RSSP.
 - This change is mandatory for all Oracle customers.
- Purchase Requisition APP is a layout and format change only.
- Shopping, requisition forms and catalogs remain the same.
- Creating, Editing, Approval step remain unchanged some differences in requisition and PO status naming.
- Business unit and location are now prominently displayed.
- My Requisition Search uses AI to provide tailored searching.
 - Quotes around a key word e.g. “damage” will only bring in the results that meet that criteria.
 - Saved searches in RSSP are longer available but you can see your past search filters.
 - Search function in RSSP does takes practice.
 - Search in classic has mandatory fields RSSP does not use mandatory fields so there is more flexibility.



Terminology Note: Classic refers to the original APP, RSSP to the new APP

Purchase Requisition APP home screen classic vs RSSP

ORACLE

Requisitions ⓘ

Shop by Category ▼

Search

More Tasks ▾ Manage Requisitions Shopping List ▾ 0

Requester: Michele Quint Staff

Recent Requisitions View More

2940702	OtterBox Defender Series Pro - cover for cell phone, SCTASK0764475	Approved
2940657	OtterBox Defender Series Pro - cover for cell phone, SCTASK0764414	Approved
2940554	OtterBox Defender Series Pro - back cover for cell phone	Approved
22491	2025 Employment Posters for Hertz locations Rief Invoice INV-53298-LSV1	Approved
2777400	Item JCMCB-GHYZL / Hertz Item 1901680HTZ - 25" Wooden handle Snow Brush with ice s...	Approved

Top Categories

Invoice Hold Release Instructions

Request Forms

- 1053 PROJECT INITIATION FORM
- 3RD PARTY RECOVERY EXPENSE (NA 6110 SA 61030)
- BULK FUEL - DIESEL - CONRAD / CONSOLIDATED
- IMPOUND (NA 6110 SA 61030)
- IMPOUND RECOVERY TOWING (NA 6110 SA 61030)
- KEY REPLACEMENT (NA 6109 SA 61032)
- PDI - DIESEL FUEL
- PDI - DIESEL FUEL FOR SERVICE VEHICLES
- PDI - KEROSENE (WINTER ONLY)
- TRUCKING LICENSEE RETRIEVAL EXPENSE (NA 6103 SA 61000)
- TRUCKING SERVICE CAR SALES (NA 6121 SA 61002)
- TRUCKING SERVICES (NA 6103 SA 00000)

Recently Viewed

Invoice On Hold Release Instructions

Hertz Dev5 - UAT
Prod copy of Aug 23, 2025

Self Service Procurement

OU Hertz Corporate | FL Estero Williams

Search for items or services

Preferences

Shop by category

- 1. Punchout Store (2)
- 2. Facilities (10)
- 2. Information Technology (13)
- 2. Other (2)
- 3. Drawdown PO (1)
- 5. Temporary Labor Store (1)
- Browse All Catalogs (5949)

My recent requisitions

Pending approval Regulation 295265

Professional Services- Genesis 2/25/25-12/31/25

1 Line

Date Submitted 9/11/25

Pending approval Regulation 28076

IT PROFESSIONAL SERVICES- Test add a row to a REQ

2 Lines

Date Submitted 9/11/25

Pending approval Regulation 295282

TC162 Test Scenario to show how NA adds vehicle information to the line

1 Line

Date Submitted 9/11/25

Created Regulation 295274

TC040 TEST Scenario - test if VIN pulls in

1 Line

Purchase Order 28563754

Buyer Buying Center

See more

Shop by category

Browse all

1. Punchout Store

3. Drawdown PO

Create Noncatalog Request

Invoice Hold Release Instructions

Self Service Procurement My Requisitions Cart

Updating business unit (BU) and location address classic vs RSSP

ORACLE

Requisitions

Shop by Category

More Tasks Manage Requisitions Shopping Lists

Requester: Michele Quint Shuff

Recent Requisitions

2940702 OtterBox Defender Series Pro - cover for cell phone, SCTASKID764475

2940657 OtterBox Defender Series Pro - cover for cell phone, SCTASKID764414

2940554 OtterBox Defender Series Pro - back cover for cell phone

22491 2025 Employment Posters for Hertz locations Ref. Invoice INV-53288-LSV1

2777400 Item JOMCB-GHNLZ / Hertz Item 1901600HTZ - 25' Wooden handle Snow Brush with Ice scraper

Top Categories

Invoice Hold Release Instructions

Request Forms

1053 PROJECT INITIATION FORM

3RD PARTY RECOVERY EXPENSE (NA 6118 SA 6100)

IMPOUND (NA 6118 SA 6100)

IMPOUND RECOVERY

TRUCKING LICENSEE RETRIEVAL EXPENSE (NA 6103 SA 6100)

TRUCKING SERVICE CAR SALES (NA 6121 SA 6100)

Edit Requisition Preferences

Select the requisitioning BU where your preferences will be applicable.

Requisitioning BU: OU Hertz Rent A Car US

Shipping and Delivery

* Requester: Quint Shuff, Michele

Deliver to Location Type: Internal

* Deliver to Location: TN Knoxville Seven

Deliver to Address: 201 North Seven Oaks, KNOXVILLE, TN 37922, UNITED STATES, KNOX

Destination Type: Expense

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Favorite Charge Accounts

Primary * Nickname * Charge Account Delete

No data to display

Save and Close Cancel

Self Service Procurement

OU Hertz Corporate / FL Esters Williams

Search for items or services

Preferences

Hertz Dev5 - UAT

Prod copy of Aug 23, 2025

Self Service Procurement

OU Hertz Corporate / FL Esters Williams

Search for items or services

My recent requisitions

Pending Approval Requisition 2403203

Professional Services- General 2/25/25-12/31/25

1 Line

Date Submitted 9/11/25

Pending Approval Requisition 23075

IT PROFESSIONAL SERVICES- Test add a row to a REQ

2 Lines

Date Submitted 9/11/25

Pending Approval Requisition 2403202

TC162 Test Scenario to show how NA add vehicle information to the line

1 Line

Date Submitted 9/11/25

Approved Requisition 24002

TC040 TEST Scenario

1 Line

Purchase Order 2803375

Buyer: Buying Centre

Shop by category

Browse all

1. Punchout Store

3. Drawdown PO

Create Noncatalog Requisition

Invoice Hold Release Instructions

Preferences

Requisitioning BU

OU Hertz Corporate

Delivery

Requester: Michele Quint Shuff

Deliver to Location: FL Esters Williams

Or: Enter an address

Destination Type: Expense

Project coding

Project Number

Charge accounts

Display settings

Display preferences apply to all BU's you have access to.

Show the table view for the cart

Show the table view for search results

Show the requisitions view for my requisitions

Cancel Update

Purchase Requisitions view classic (Manage) vs RSSP (My)

ORACLE

Manage Requisitions ?

Done

Search

AdvancedManage WatchlistSaved SearchAll Requisition Search

** At least one is require

Requisitioning BU

** Entered By

** Requisition

Description

Created

Status All

Requester

** Supplier

Order

** Item

Requisitions Requiring Attention

SearchResetSave...

Search Results

ActionsViewFormatFreezeDetachWrap

Requisition	Requisitioning BU	Creation Date	Description	Entered By	Status	Order	Order Status	Approval Amount	Funds Status	Procurement Card
-------------	-------------------	---------------	-------------	------------	--------	-------	--------------	-----------------	--------------	------------------

My Requisitions

Search for requisitions

< Parker 5263350

Submission Date Last Year 5044027

Creation Date Last Year 5044783

Category FLEETMNT.MECHANICAL REPAIRS.VENDED MAINTENANCE.. 9972361

More Filters

Note: various search boxes in and saves searches in classic are gone in RSSP. Search in RSSP relies on filter choices you can stack and use keywords in quotes “ ” to refine search to find a specific detail.

Manage Requisition (classic) vs My Requisition (RSSP)

Manage Requisitions

Search

Requisitioning BU:

Entered By:

Requisition:

Description:

Created:

Status:

Requester:

Supplier:

Order:

Item:

Requisitions Requiring Attention:

Search Reset Save...

Search Results

Requisition	Requisitioning BU	Creation Date	Description	Entered By	Status	Order	Order Status	Approval Amount	Funds Status	Procurement Card
748353	OU Hertz Rent A Car US	9/15/23	Fein 138Dia. Handle for FEIN Turbo 1	Blakely, Lachandra	Approved	Multiple		453.98 USD		
9700	OU Hertz Corporate	9/15/23	Office Depot(R) Brand Purified Water, 16.9 Oz, Case Of 24 Bottles	Johnson, Lena	Approved	206216059	Finally Closed	28.58 USD		
743768	OU Hertz Rent A Car US	9/14/23	Logitech(R) MK270 Wireless Straight Full-Size Keyboard amp; Mo...	Allen, Rodney	Approved	206212653	Finally Closed	88.54 USD		

Within classic view there is no access to view PO lines, In RSSP you choose to view by Requisition or by Lines. RSSP allows direct access to edit the line using the ellipses ...

My Requisitions

Search: *office depot* Requisition Status: Approved Search for requisitions

Entered By: Terri Turner 10 Submission Date: Before Last Year 15 Creation Date: Before Last Year 15 Category: FACILITY.SUPPLIES.GENERAL STATIONERY... 28 More Filters

33 items

Requisitions	Lines	
23386	Office Depot(R) Brand Mesh File Sorter, Black	9/19/25 ...
Approved	Office Depot(R) Brand Mesh File Sorter, Black	1 Each ...
Approved	Avery(R) TrueBlock(R) White Laser Shipping Labels, Internet, 5126, 5 1/2 x 8 1/2, Pack Of 200	2 Pack ...
Approved	OIC Officemate Blue Glacier Large Incline Sorter With Two Letter Trays, 4 1/4 x 13 3/8 x 9, Blue	1 Set ...
21337	Office Depot(R) Multi-Use Printer amp; Copy Paper, 10 Reams, White, Letter (8.5 x 11), 5000 Sheets Per Case, 20 Lb, 92 Brightness	5/9/25 ...
Approved	Office Depot(R) Multi-Use Printer amp; Copy Paper, 10 Reams, White, Letter (8.5 x 11), 5000 Sheets Per Case, 20 Lb, 92 Brightness	5 Case ...
Approved	Office Depot(R) Multi-Use Printer amp; Copy Paper, 10 Reams, White, Letter (8.5 x 11), 5000 Sheets Per Case, 20 Lb, 92 Brightness	5 Case ...

Manage Requisition (classic) vs My Requisition (RSSP)

Manage Requisitions ② Done

Search

Advanced Manage Watchlist Saved Search All Requisition Search

Requisitioning BU

** Entered By

** Requisition

Description

Created

Status

Requester

** Supplier OFFICE DEPOT

Order

** Item

Requisitions Requiring Attention

** At least one is required

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Requisition	Requisitioning BU	Creation Date	Description	Entered By	Status	Order	Order Status	Approval Amount	Funds Status	Procurement Card
748353	OU Hertz Rent A Car US	9/15/23	Fein 138Dia. Handle for FEIN Turbo 1	Blakely, Lachandra	Approved	Multiple		453.98 USD		
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743768	OU Hertz Rent A Car US	9/14/23	Logitech(R) MK270 Wireless Straight Full-Size Keyboard amp; Mo...	Allen, Rodney	Approved	206212653	Finally Closed	88.54 USD		

Entered By Terri Turner 10 Submission Date Before Last Year 15 Creation Date Before Last Year 15 Category FACILITY.SUPPLIES.GENERAL STATIONERY.. 28 More Filters

33 items

Requisitions	Lines	
23386	Office Depot(R) Brand Mesh File Sorter, Black	9/19/25
Approved	Office Depot(R) Brand Mesh File Sorter, Black	1 Each
Approved	Avery(R) TrueBlock(R) White Laser Shipping Labels, Internet, 5126, 5 1/2 x 8 1/2, Pack Of 200	2 Pack
Approved	OIC Officemate Blue Glacier Large Incline Sorter With Two Letter Trays, 4 1/4 x 13 3/8 x 9, Blue	1 Set
21337	Office Depot(R) Multi-Use Printer amp; Copy Paper, 10 Reams, White, Letter (8.5 x 11), 5000 Sheets Per Case, 20 Lb, 92 Brightness	5/9/25
Approved	Office Depot(R) Multi-Use Printer amp; Copy Paper, 10 Reams, White, Letter (8.5 x 11), 5000 Sheets Per Case, 20 Lb, 92 Brightness	5 Case
Approved	Office Depot(R) Multi-Use Printer amp; Copy Paper, 10 Reams, White, Letter (8.5 x 11), 5000 Sheets Per Case, 20 Lb, 92 Brightness	5 Case

New RSSP view allows direct access to lines

My Requisition filtering: requisition status name changes

My Requisitions

Search for requisitions

< | Parker 1000585 | Submission Date Last Year 1310203 | Creation Date Last Year 1310541 | Category FLEETMNT.MECHANICAL REPAIRS.VENDED MAINTENANCE.. 1807262 | **More Filters**

My Requisitions

Search for requisitions

Entered By David Parker 1000585 | Submission Date Last Year 1310203 | Creation Date Last Year 1310541 | Category FLEETMNT.MECHANICAL REPAIRS.VENDED MAINTENANCE.. 1807262 | >

10000 items

Requisitions | Lines

Search

Requisition Status Approved

My Requisitions

Requisition Status Approved X Search

- ☒ Approved (12427)
- ☐ Canceled (10286)
- ☐ Draft (773)
- ☐ Pending approval (522)
- ☐ Rejected (12159)
- ☐ Returned (1178)

My Requisitions

Requisition Status Approved X Search

- ☐ Withdrawn (178)
- ☐ Billed (0)
- ☐ Delivered (2979626)
- ☐ In receiving (0)
- ☐ Ordered (95896)
- ☐ Order canceled (461161)

My Requisitions

Requisition Status Transfer initiated X Search

- ☐ Ordered (95896)
- ☐ Order canceled (461161)
- ☐ Order on hold (0)
- ☐ Shipped (71)
- ☐ Transfer order canceled (0)
- ☒ Transfer initiated (0)

Manage Requisitions ?

Search

Requisitioning BU

Entered By

Requisition

Description

Created

Status

- All
- Approved
- Canceled
- Incomplete
- Pending approval
- Rejected
- Returned
- Withdrawn

Search Results

Actions View Format Freeze

Requisition Requisitioning BU Creation Date

RSSP Terminology change: REQ Incomplete is now Draft. PO status is now available such as Delivered, Billed or Order canceled.

Shop by category, browse all catalogs view classic vs RSSP

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Search Results

Shop by Category

Search

More Tasks Shopping Lists Done

Categories

Browse All Catalogs

Facilities

General Shop Supplies

IT & Communication Services and

Oil & Lubricants

Parts & Mechanical Repair

Tires & Tire Repair

Warehouse Forms

Brand

Price

0 \$ 0.002 - \$ 5.709 Go

Hide Filters More than 5000 results found for: Browse All Catalogs

View Add to Cart Add to Shopping List Add to Compare

About This Record

Columns	Supplier	Supplier Item	Price (USD)	Quantity	UOM	Amount	Category Name
S CERT OIL UP TO 6 QT	BRIDGESTONE/FIRESTONE INC	34560	18.30	1	Each	18.30 USD	FLEETMNT.LUBRICANTS AND FLUIDS MULTIPLE CATEGORIES
S CERTIFIED OIL ADD 1/	BRIDGESTONE/FIRESTONE INC	34631	0.31	1	Each	0.31 USD	FLEETMNT.LUBRICANTS AND FLUIDS MULTIPLE CATEGORIES
S CERTIFIED OIL UP TO	BRIDGESTONE/FIRESTONE INC	34630	15.25	1	Each	15.25 USD	FLEETMNT.LUBRICANTS AND FLUIDS MULTIPLE CATEGORIES
0W-20 P2L GLD DEXOS CERTIFIED OIL UP TO 6 QTS	BRIDGESTONE/FIRESTONE INC	34683	18.30	1	Each	18.30 USD	FLEETMNT.MECHANICAL REPAIRS VENDED MAINTENANCE...
0W-20 P2L PLAT FULL SYNTHETIC OIL ADD 1/	BRIDGESTONE/FIRESTONE INC	34623	0.44	1	Each	0.44 USD	FLEETMNT.LUBRICANTS AND FLUIDS MULTIPLE CATEGORIES
0W-20 P2L PLAT FULL SYNTHETIC OIL UP TO	BRIDGESTONE/FIRESTONE INC	34555	26.34	1	Each	26.34 USD	FLEETMNT.LUBRICANTS AND FLUIDS MULTIPLE CATEGORIES
0W-20 P2L PLAT FULL SYNTHETIC OIL UP TO	BRIDGESTONE/FIRESTONE INC	34622	15.25	1	Each	15.25 USD	FLEETMNT.LUBRICANTS AND FLUIDS MULTIPLE CATEGORIES
0W-20 P2L PLAT FULL SYNTHETIC OIL UP TO 6 QTS	BRIDGESTONE/FIRESTONE INC	34678	26.34	1	Each	26.34 USD	FLEETMNT.MECHANICAL REPAIRS VENDED MAINTENANCE...
0W20 DEXOS FULL SYNTHETIC OIL UP TO 5QTS	BRIDGESTONE/FIRESTONE INC	13069	53.00	1	Each	53.00 USD	FLEETMNT.LUBRICANTS AND FLUIDS MULTIPLE CATEGORIES
0W20 FULL SYNTHETIC OIL - QT	BRIDGESTONE/FIRESTONE INC	08249	4.39	1	Each	4.39 USD	FLEETMNT.LUBRICANTS AND FLUIDS MULTIPLE CATEGORIES

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Browse All Catalogs

Search for items or services

9999+ results

Add to Cart Add to Shopping List

Columns

Search

Show

☒ Description

☒ Category

☒ Price

☒ UOM

☒ Quantity

☒ Amount

☒ Add to Cart

Hide

☐ Internally Orderable

☐ Supplier

☐ Item

☐ Supplier Item

☐ Packaging String

☐ Amount (EUR)

☐ Manufacturer

☐ Manufacturer Part Number

☐ Agreement

Card View Table View

Quantity	Amount	Add to Cart
1	1.00 EUR	
1	1.00 EUR	
1	47.00 EUR	
1	14.63 EUR	
1	23.59 EUR	
1	1.00 EUR	
1	283.40 EUR	
1	111.82 EUR	
1	95.75 EUR	
1	84.83 EUR	
1	118.91 EUR	
1	113.98 EUR	

Classic view lists subcategories, brand and price and there is a view button update the columns. In RSSP category list and to adjust view, select the double box, use check boxes to add remove view, and slide the double lines to reorder the columns. **NOTE:** When looking at catalogs, use the list view to ease of use.

Updated Training and Knowledge Guides Available

#	Training / Knowledge Guides	Region
1	Oracle Cloud Requisitioner 102 (available in Learning Connections)	All
2	Car Keys Express Ordering, Canceling and Viewing	NA
3	Requisition Form Search	All
4	Create Requisition from Punchout Store Catalogs	All
5	Create Requisitions from Smart Form	All
6	How to Create a Drawdown PO	All
7	Create a Local Catalog-Based Requisition	All
8	Incomplete PO Change Order	All
9	Pending PO Change Request (not available)	All
10	Edit a Rejected or Returned Requisition	All

#	Training / Knowledge Guides	Region
11	Order Life Cycle Viewing	All
12	Approval notice view: resubmit REQ or PO Change for Approval	All
13	Cancel a Requisition w/ PO w/o PO	All
14	Multi Line Requisitions	All
15	Reassign Requisition Creator Name / Entered By	All
16	Edit a Requisition or Requisition w/PO	All
17	Fleet Maintenance Requisitioning Process	EMEA

Training presentation slides and recording are available for below regions, click on the region.

[EMEA](#) and [NA](#)



Thank you!

Key Terms

We will use the following key terms throughout the course:

Key Term	Description
Business Units	Application organization that performs business functions, partition process steps, secures process steps and shares reference data. Examples of BU are Hertz US RAC or Hertz FR RAC.
Holds	Holds are constraints that payables automatically apply to an invoice or a Supplier, or that can be manually placed on an invoice, to prevent payment and, in some cases creation of accounting entries.
Invoice	An itemized bill from a supplier representing an amount due for goods supplied or services rendered.
Inventory	Products or items held in specific locations to meet future demand. Inventory is classified as an asset on a company's balance sheet.
Local Catalog	A catalog is used for item offerings from supplier that may have fixed prices or a fixed description and PO category.
Punchout Catalog	A catalog can either be a direct link to an Oracle Exchange marketplace or a supplier's web store, where the requisitioner shops for items and finally returns to Oracle Self Service Procurement to create the requisition with the items selected in the marketplace or supplier's web store.
Purchase Order	A commercial document issued by a buyer to a seller indicating types, quantities and agreed prices for products or services.
Receiving	A process to provide the electronic confirmation that you have physically received goods or services.

Key Terms (Cont.)

We will use the following key terms throughout the course:

Key Term	Description
Requisition	A Purchase Requisition (REQ) is created as an intent to procure goods and services form a vendor. Once the REQ is reviewed and approved, then it will be converted to a Purchase Order (PO).
Services	A process step in which no physical goods are transferred from the seller to the buyer. Services are represented by various categories (For example- telecommunications, sub-recipient)
Smart Forms	A Smart Form can be used as a template to guide requisitioners during Purchase Requisition creation.