PO-10 Receive Goods on Behalf of Others

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Receive Goods on Behalf of Others in the North Carolina Financial System (**NCFS**) for AOC.

Introduction and Overview

This QRG covers the steps to receive goods on behalf of others that allows authorized users to receive goods on behalf of individuals or departments who may not have direct access to the procurement system. It provides a centralized and efficient way to manage receipt activities, saving time and effort for both the recipients and the organization.

Receive Goods on Behalf of Others

To Receive Goods on Behalf of Others in NCFS, please follow the steps below. There are 7 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Procurement** tab.

Image



Step 3. Click the **My Receipts** app.

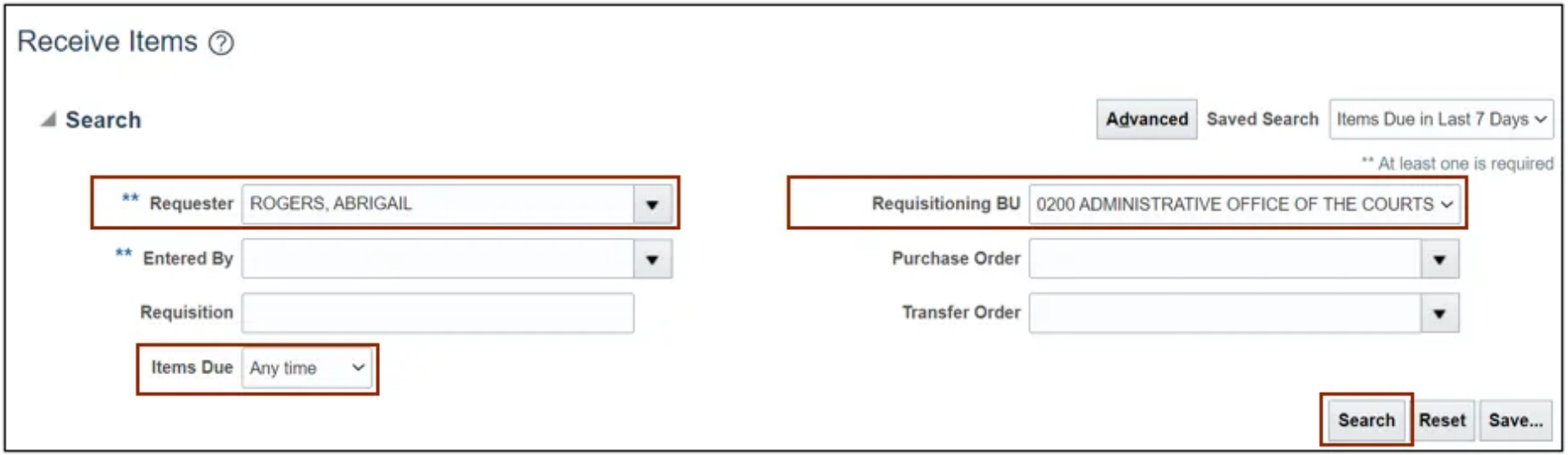
Image



Step 4. On the **Receive Items** page, enter the ***Requester*** (on behalf of whom you would like to receive), enter the ***Requisitioning BU*** and select **Any Time** from the Items Due drop-down choice list. Then, click the **Search** button.

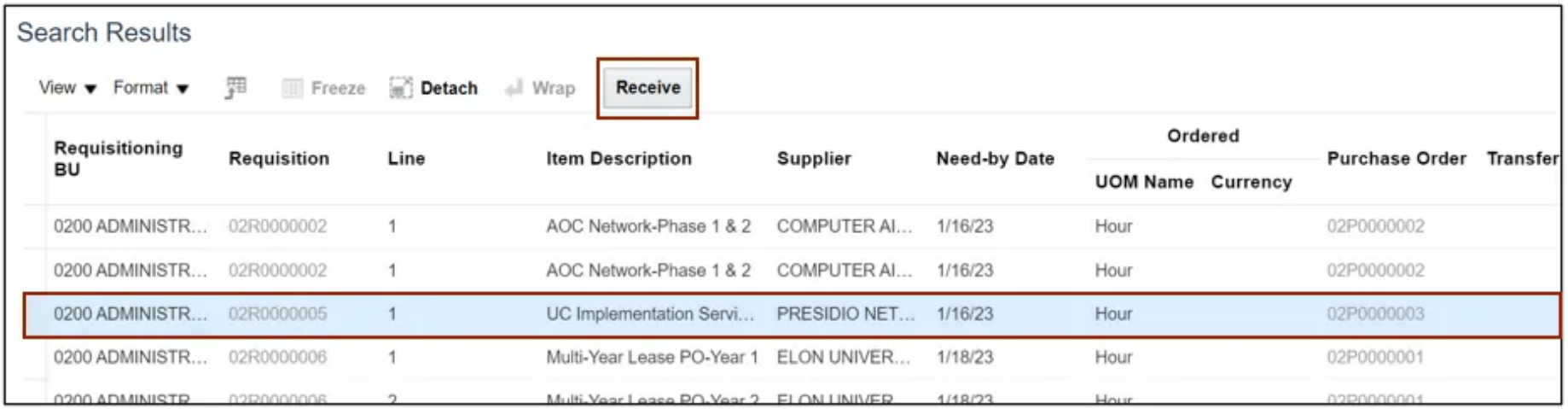
In this example, we choose **ROGERS, ABRIGAIL** for ***Requestor*** field and **0200 ADMINISTRATIVE OFFICE OF THE COURTS** for ***Requisitioning*** BU field.

Image



Step 5. On the **Receive Items** page, select the order to be received and click the **Receive** button.

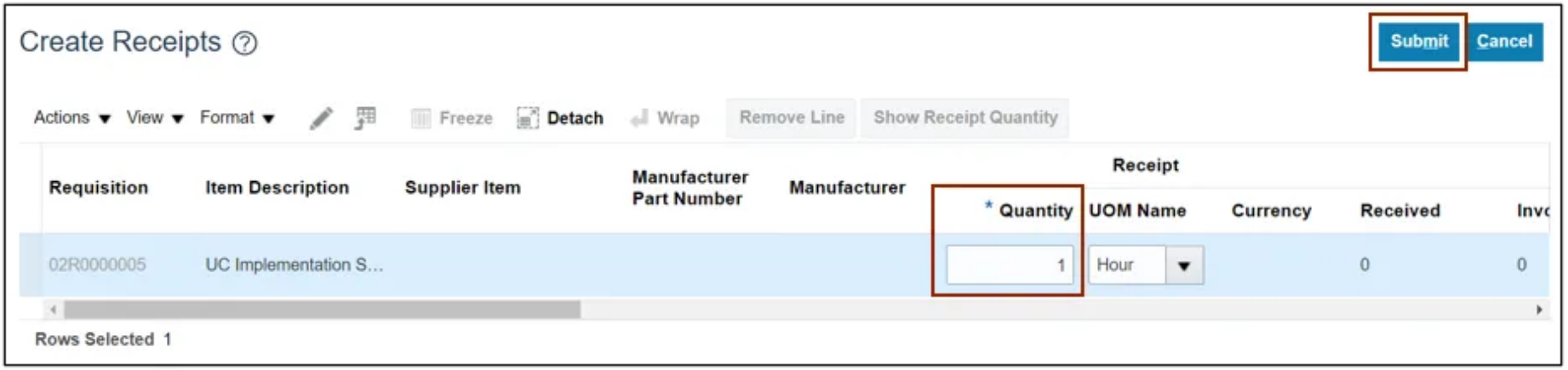
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Step 6. The **Create Receipts** page opens. Enter the required ***Quantity*** and click the **Submit** button.

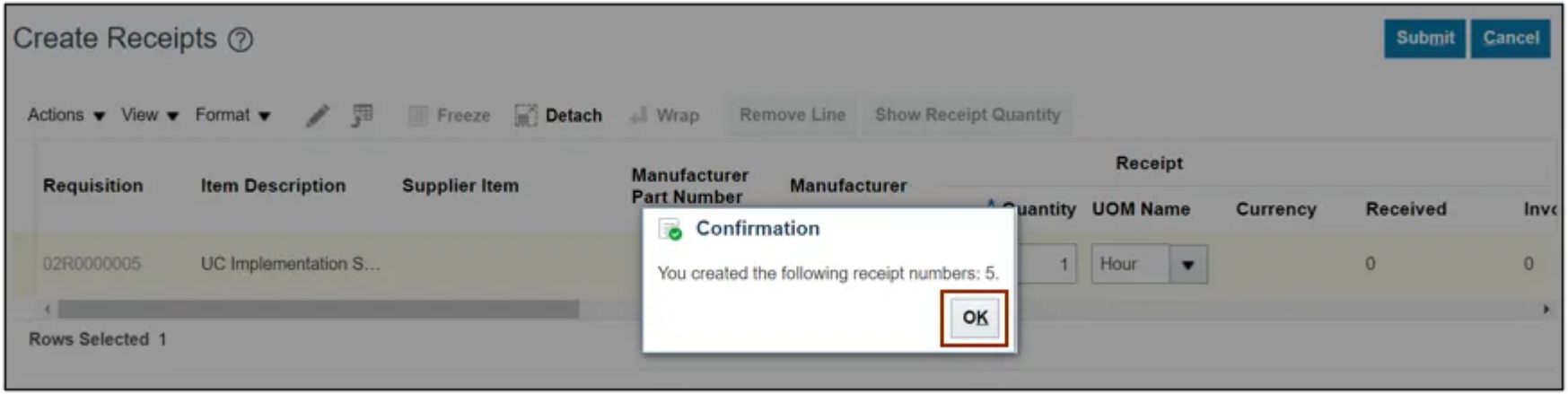
In this example, we choose **1**.

Image



Step 7. The *Confirmation* pop-up appears with the Receipt Number. Click the **OK** button.

Image



Wrap-Up

Use receive goods on behalf of others to receive goods on someone’s behalf. It also helps to receive goods on behalf of individuals or departments who may not have direct access to the procurement system. It provides a centralized and efficient way to manage receipt activities, saving time and effort for both the recipients and the organization.

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