RECEIVE PURCHASE ORDERS INTO INVENTORY

QUICK REFERENCE GUIDE INV-25

INV

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Receive Purchase Orders into Inventory in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the how to receive purchase orders for replenishment requests that were generated from NCFS Inventory.

Receive Purchase Orders into Inventory

To receive purchase orders into inventory in NCFS, please follow the steps below:
Note: This process applies only to inventory agencies which do external purchasing within NCFS (not EProcurement purchasing).

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

2. On the **Home** page, click the **Supply Chain Execution** tab and then click the **Inventory Management** app.
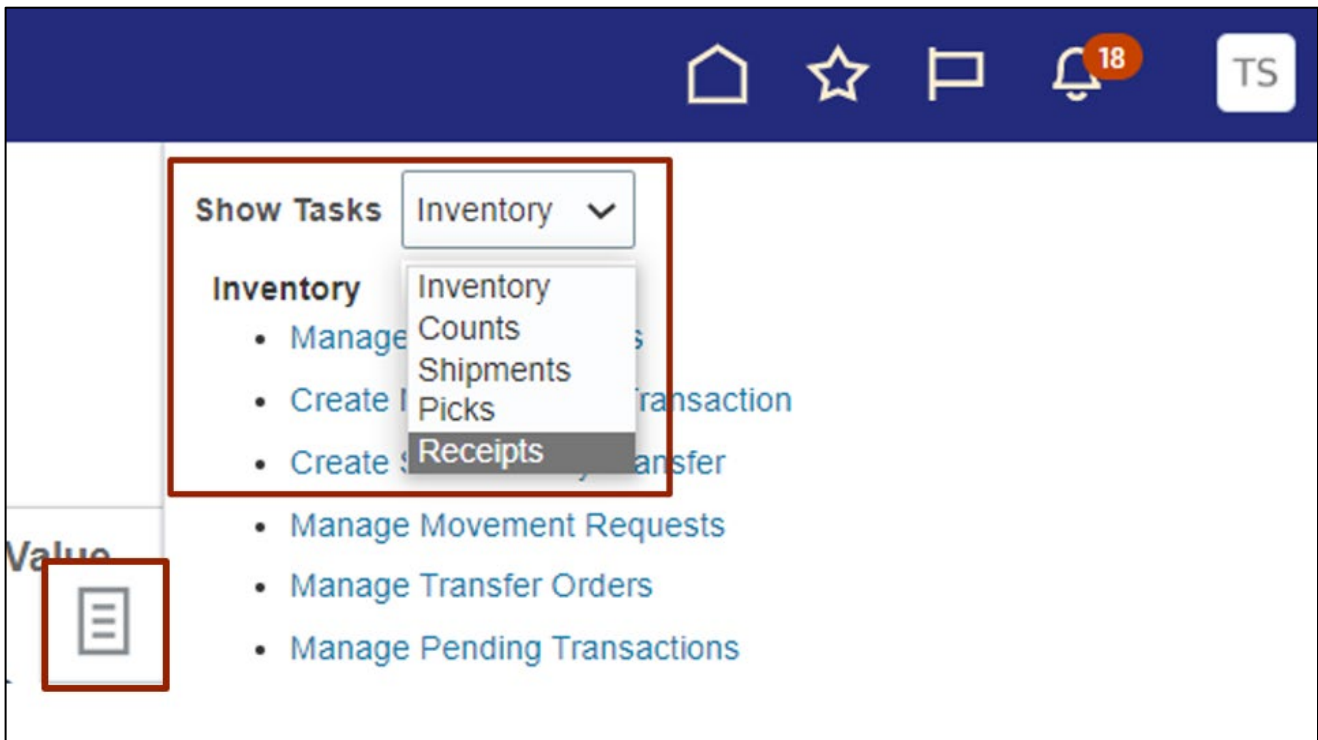
3. Click the **View By [** icon. Click the *Inventory Organization* drop-down choice list and select the correct inventory organization.
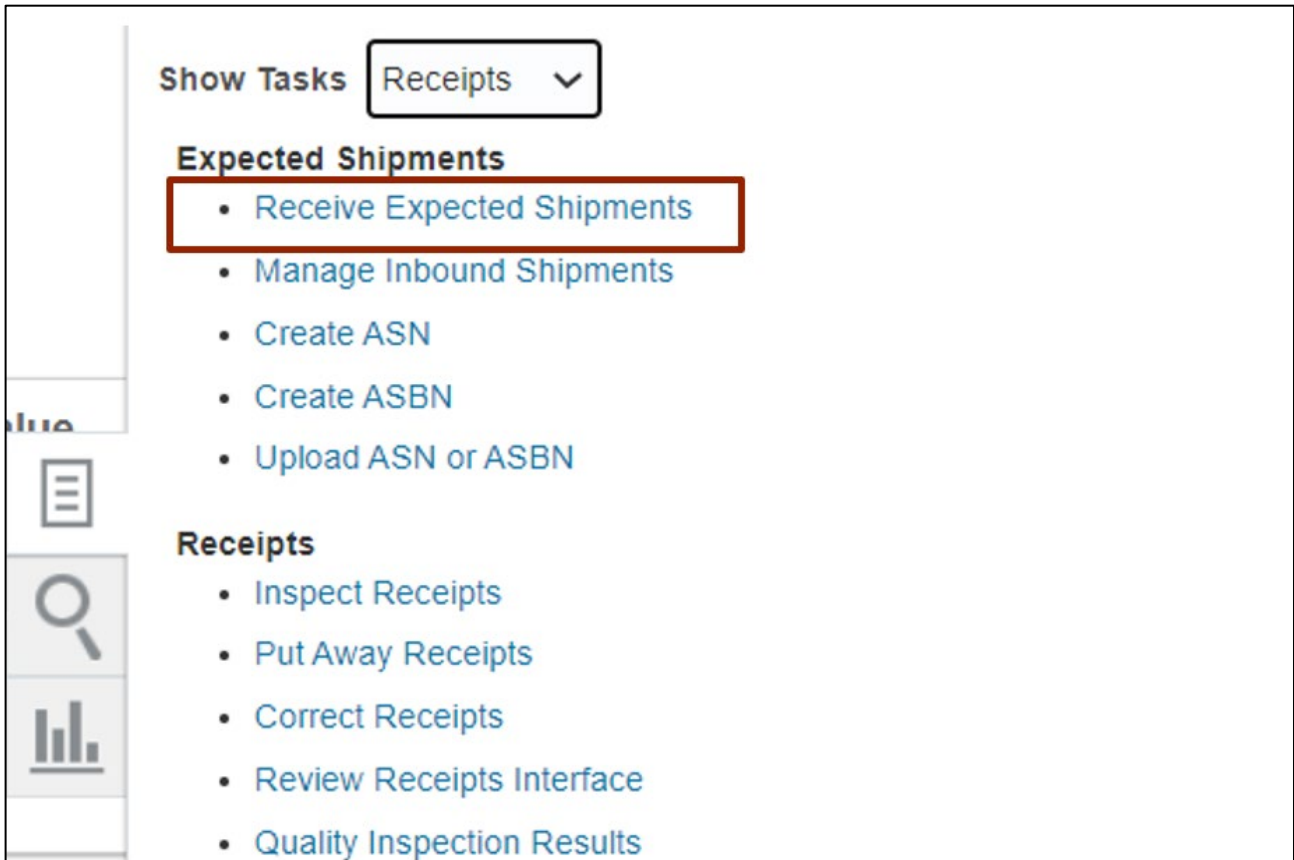
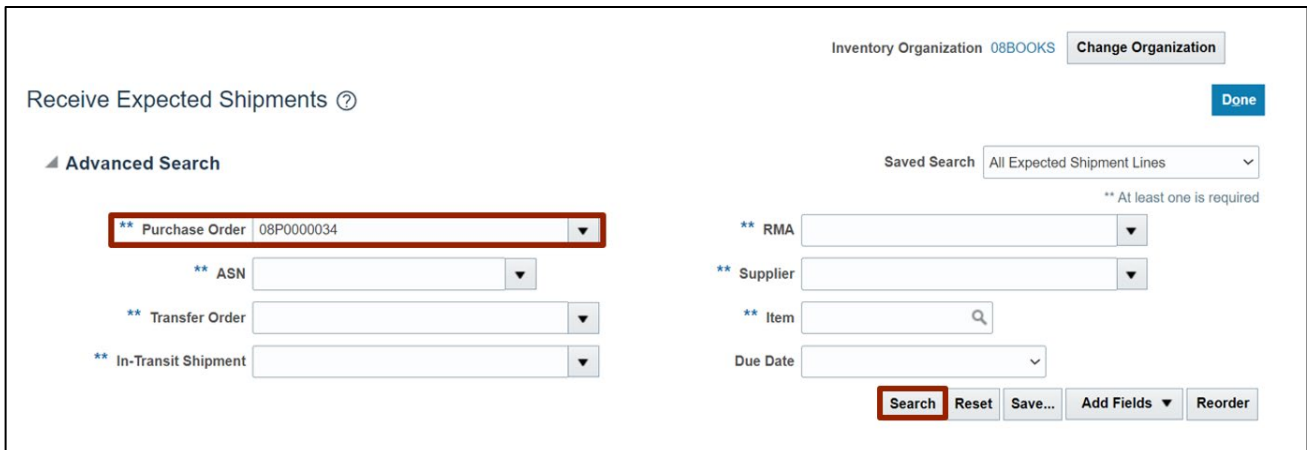   In this example, we select **08BOOKS.**
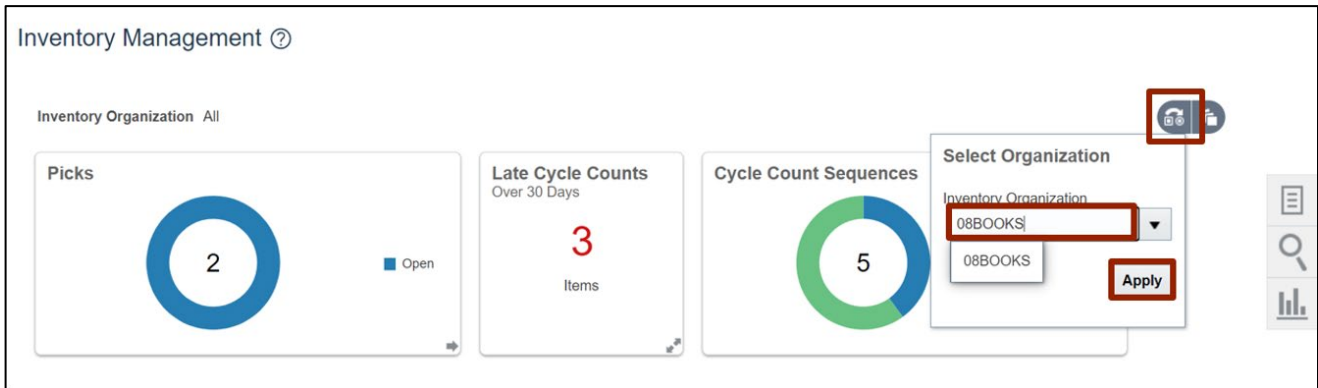
5. On the **Inventory Management** page, click the **Tasks [☰]** icon. From the *Show Tasks* drop-down choice list, select **Receipts.**

6. Under **Expected shipments** section, click **Receive Expected Shipment.**

7. On **Receive Expected Shipment** page**,** under *Advanced Search* enter the correct value in *Purchase order* field and then click the **Search** button.

8. Select the correct record.

9. Click the **Receive** button.

10. Enter the received value in *Quantity* field and click the **Create Receipt** button.

11. Select the correct record under **Receipt Lines** and click the **Submit** button.

Wrap-Up

Using the steps above to review purchase order from inventory. This ensures efficient and accurate tracking of product stocks and inventory management.

Additional Resources

Virtual Instructor-Led Training (vILT)

INV 104: Warehouse Receiving