



RECEIVE PURCHASE ORDERS INTO INVENTORY

INV

QUICK REFERENCE GUIDE INV-25

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:

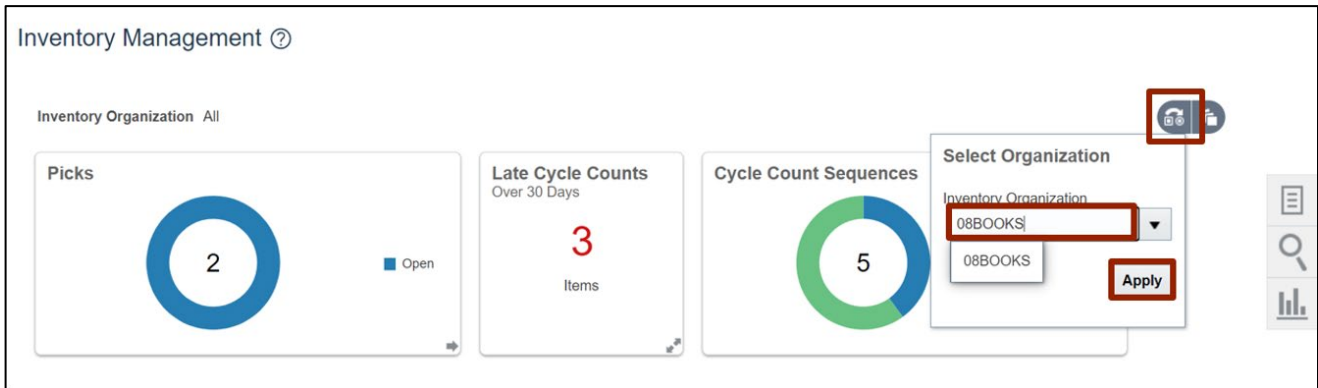
Note: This process applies only to inventory agencies which do external purchasing within NCFS (not EProcurement purchasing).

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.

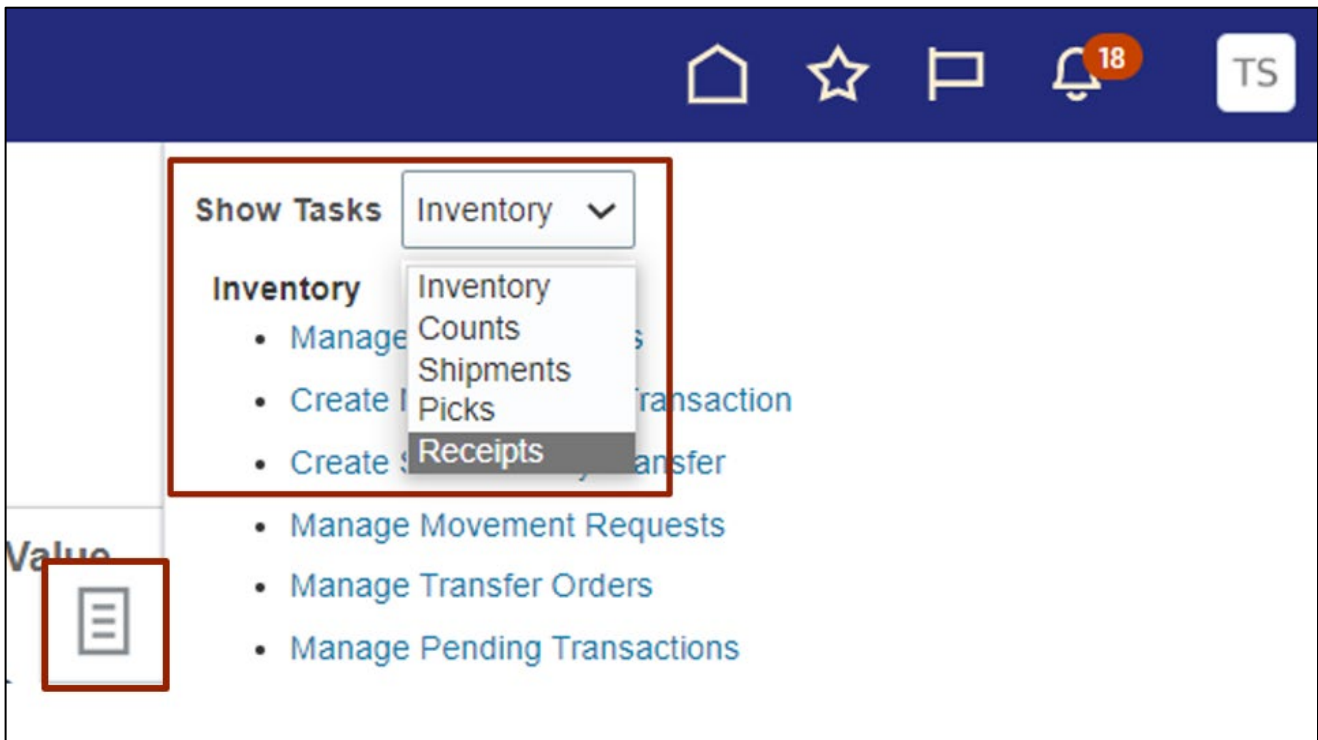


- Click the **View By** [📄] icon. Click the *Inventory Organization* drop-down choice list and select the correct inventory organization.

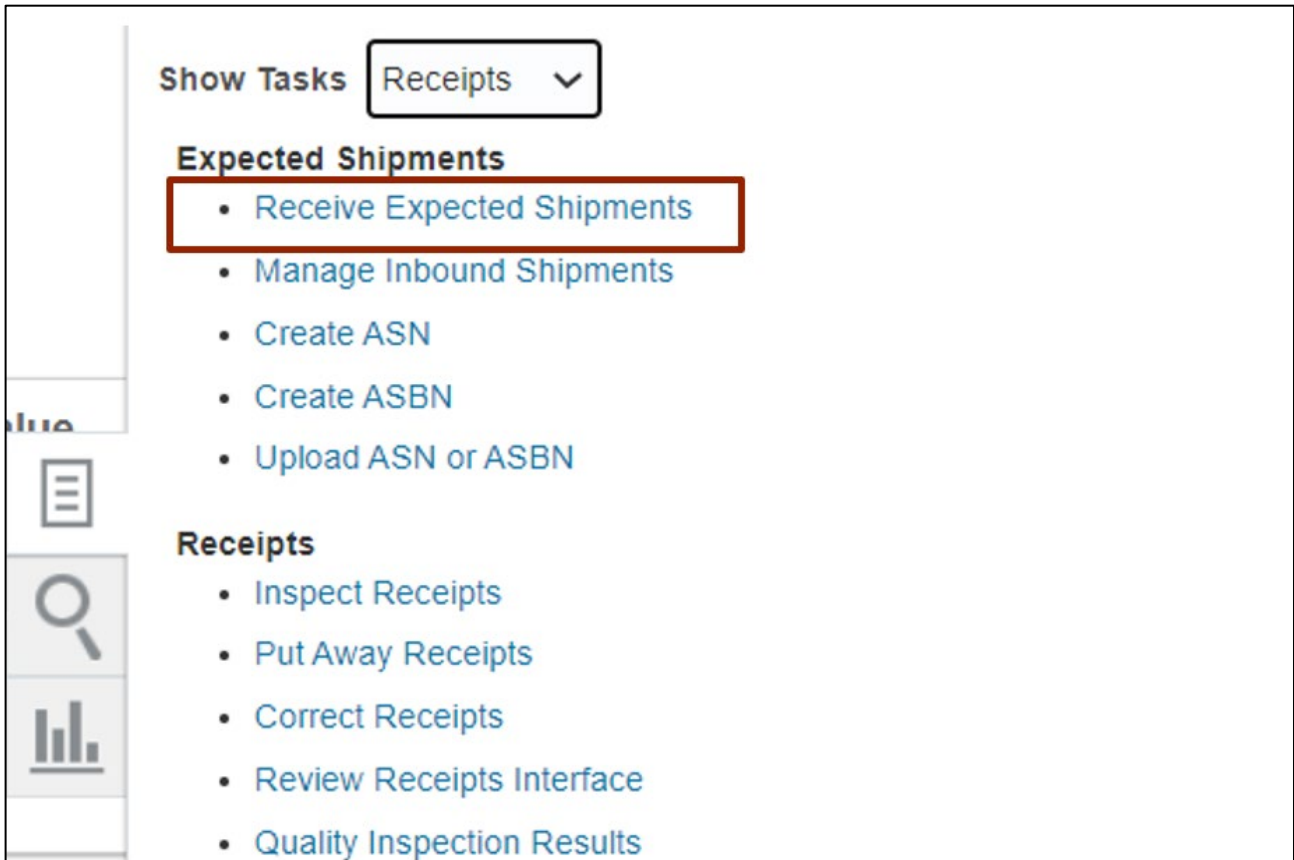
In this example, we select **08BOOKS**.



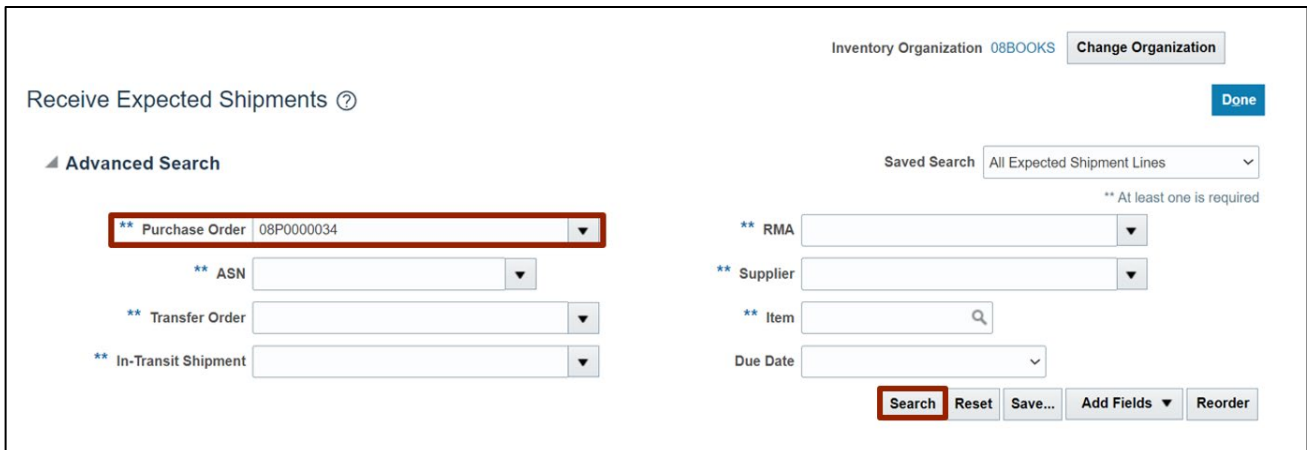
- On the **Inventory Management** page, click the **Tasks** [📄] icon. From the *Show Tasks* drop-down choice list, select **Receipts**.



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.

Inventory Organization 08BOOKS Change Organization

Receive Expected Shipments Done

Advanced Search Saved Search All Expected Shipment Lines

Search Results

View Receive

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule	Due Date	Supplier
08BOOKS	9781635988932	CENG-BIG IDEA...	Purchase order	08P0000034	1	1	5/16/23	CENGAGE LEA...

9. Click the **Receive** button.

Inventory Organization 08BOOKS

Receive Expected Shipments ?

Advanced Search Saved Search All Expecte

Search Results

View Receive

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule
08BOOKS	9781635988932	CENG-BIG IDEA...	Purchase order	08P0000034	1	1

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

Inventory Organization 08BOOKS Change Organization

Receive Lines ? Add to Receipt Create Receipt Cancel

Organization: 08BOOKS

Actions View Remove Line Show Receipt Quantity View Details

Item	Item Description	Document Number	* Quantity	* UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location	* Receipt Date
9781635988932	CENG-BIG I...	08P0000034	6	EACH	Inventory	SUB08BO		08BOOKS	5/23/23 6:1

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

Inventory Organization 08BOOKS Change Organization

Submit Cancel

Create Receipt ?

Organization: 08BOOKS

Receipt

Supplier CENGAGE LEARNING

Customer

Shipment

Packing Slip

Shipping Method

Number of Supplier Packing Units

* Receipt Date 5/23/23 6:27 AM

GL Date 5/23/23 6:27 AM

Shipped Date m/d/yy h:mm a

Waybill

Bill of Lading

* Received By Super User 1, Training

Notes

Attachments None

Additional Information

Receipt Lines

View
Remove Line

Item	Item Description	Revision	Document Number	Quantity	UOM Name	Subinventory	Locator	Receiving Location	Destination Type
9781635988932	CENG-BIG IDE...		08P0000034	6	EACH	SUB08BOOKS			Inventory

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