



# RECEIVE GOODS ON BEHALF OF OTHERS

PO

## QUICK REFERENCE GUIDE PO-10

### 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:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the Home page, click the **Procurement** tab.

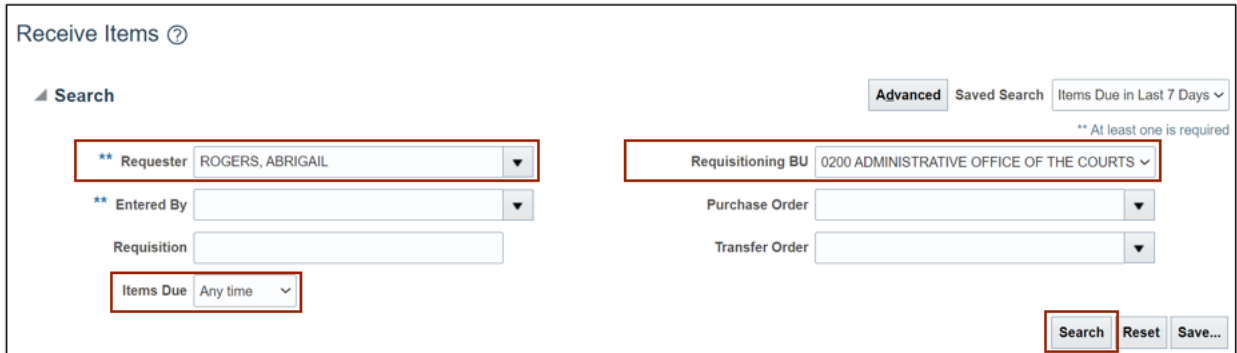


3. Click the **My Receipts** app.



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.



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

Search Results

View Format Freeze Detach Wrap **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered		Purchase Order	Transfer
						UOM Name	Currency		
0200 ADMINISTR...	02R0000002	1	AOC Network-Phase 1 & 2	COMPUTER AI...	1/16/23	Hour		02P0000002	
0200 ADMINISTR...	02R0000002	1	AOC Network-Phase 1 & 2	COMPUTER AI...	1/16/23	Hour		02P0000002	
0200 ADMINISTR...	02R0000005	1	UC Implementation Servi...	PRESIDIO NET...	1/16/23	Hour		02P0000003	
0200 ADMINISTR...	02R0000006	1	Multi-Year Lease PO-Year 1	ELON UNIVER...	1/18/23	Hour		02P0000001	
0200 ADMINISTR...	02R0000006	2	Multi-Year Lease PO-Year 2	ELON UNIVER...	1/18/23	Hour		02P0000001	

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

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

The screenshot shows the 'Create Receipts' interface. At the top right, there are 'Submit' and 'Cancel' buttons. Below is a toolbar with various actions like 'View', 'Format', 'Freeze', 'Detach', 'Wrap', 'Remove Line', and 'Show Receipt Quantity'. The main area is a table with columns: Requisition, Item Description, Supplier Item, Manufacturer Part Number, Manufacturer, \*Quantity, UOM Name, Currency, Received, and Invc. The first row contains the following data: 02R0000005, UC Implementation S..., (blank), (blank), (blank), 1, Hour, (blank), 0, 0. The 'Quantity' cell is highlighted with a red box. At the bottom left, it says 'Rows Selected 1'.

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

This screenshot is similar to the previous one but includes a 'Confirmation' pop-up dialog box in the center. The dialog box has a green checkmark icon and the text 'Confirmation' and 'You created the following receipt numbers: 5.'. There is an 'OK' button at the bottom right of the dialog box, which is highlighted with a red box. The background interface is dimmed.

## 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.

## Additional Resources

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