

INV-18 Confirm Pick Slip

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of Confirm Pick Slip in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the procedure of confirmation pick slip in NCFS, which will enable you to confirm pick slip which generates the list of items that are due to be picked and shipped for Inventory transfer order.

User Tip

The following are prerequisites to confirm pick slip:

1. Transfer Order is released to Warehouse.

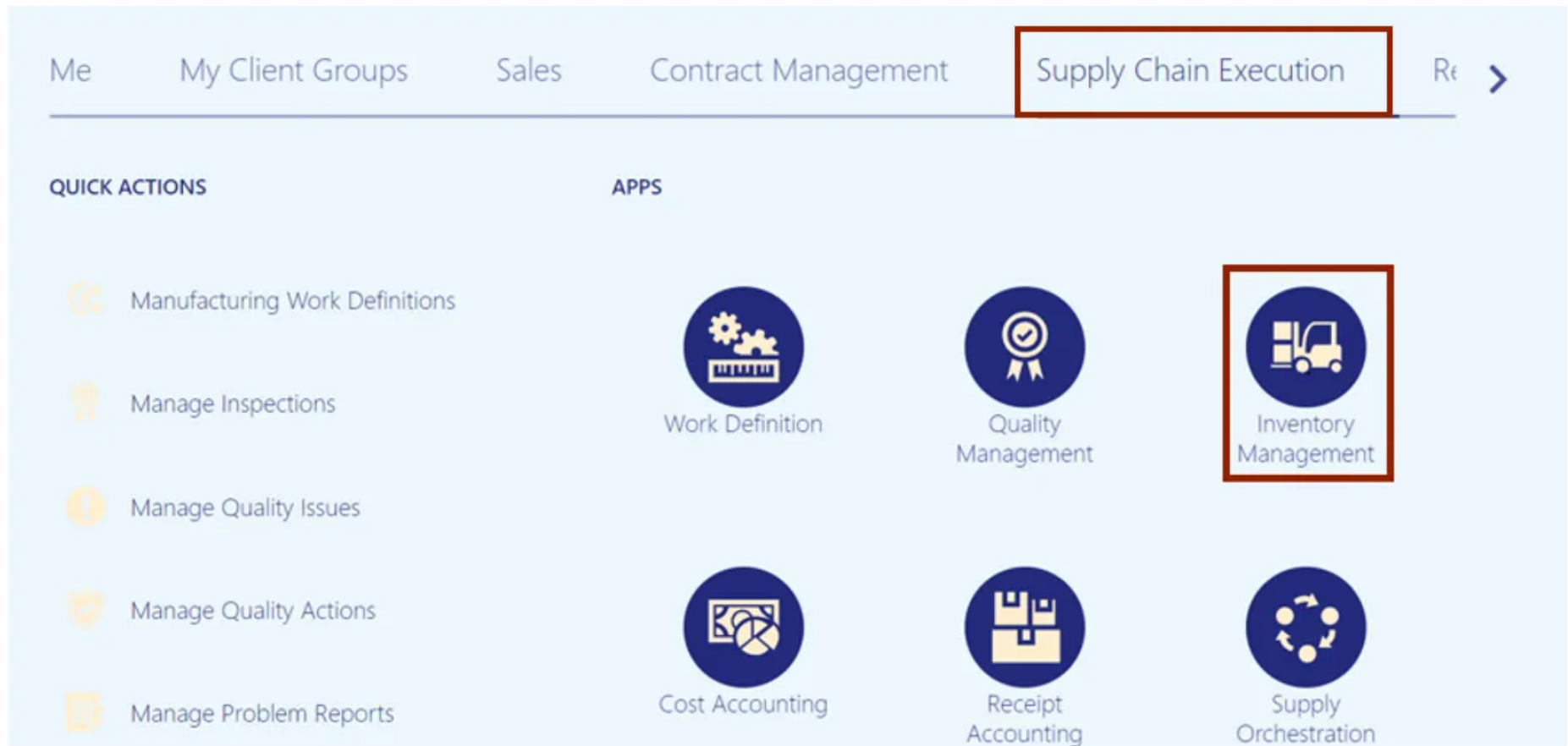
Confirm Pick Slip

To confirm pick slip in NCFS, please follow the steps below. There are 11 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 **Supply Chain Execution** tab and click the **Inventory Management** app.

Image

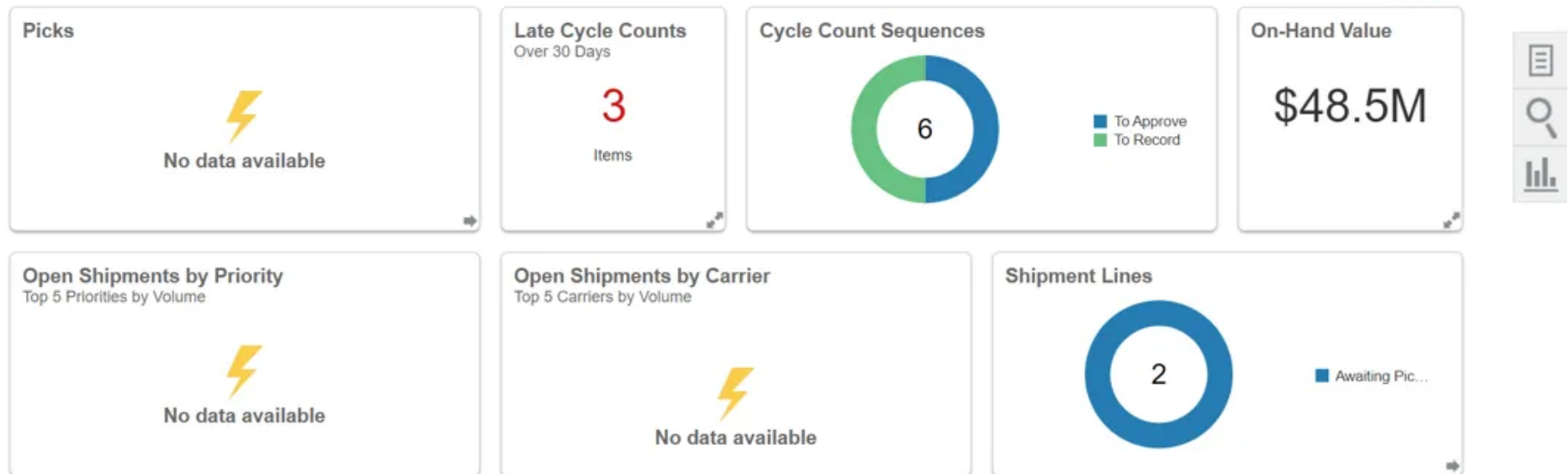


Step 3. On the **Inventory Management** dashboard, click the **View by** icon button.

Image

Inventory Management ?

Inventory Organization All

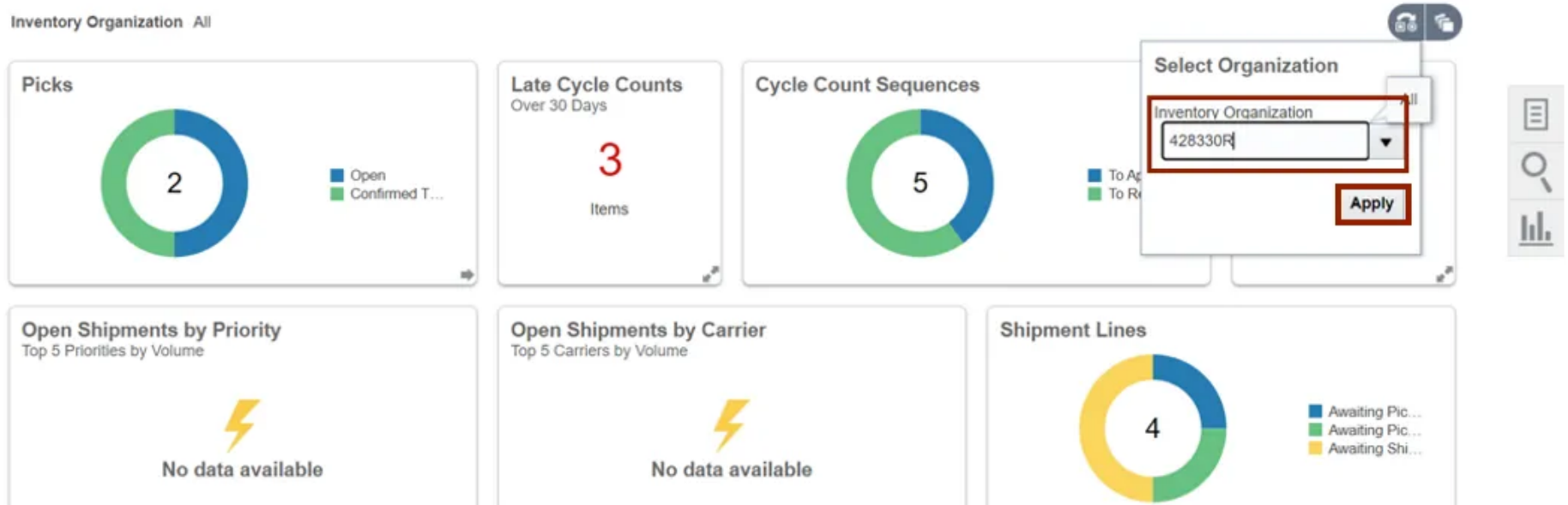


Step 4. Select the **Inventory Organization** from the drop-down choice list.

In this example, we choose **428330R**. Click the **Apply** button.

Image

Inventory Management ?

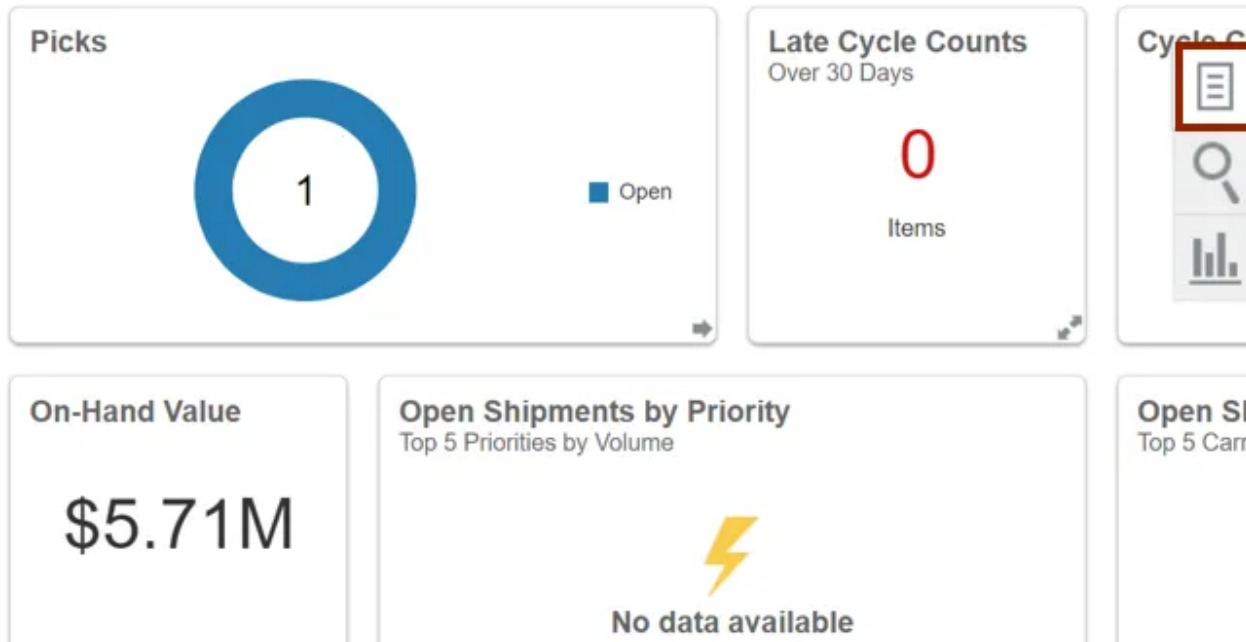


Step 5. Click the **Tasks** icon. Click *Show Tasks* drop-down choice list, select the **Picks** option and click **Confirm Pick Slips**.

Image

Inventory Management ?

Inventory Organization 428330R



- Show Tasks Picks ▾
- [Create Pick Wave](#)
 - [Confirm Pick Slips](#)
 - [Schedule Pick Wave](#)
 - [Create Outbound Shipment Request](#)

Step 6. The **Confirm Pick Slips: Search** page opens. In the **Advanced Search** section, select the **Order Number** in the **Order** field.

In this example, we choose **53003**.

Image

Confirm Pick Slips: Search

[Done](#)

Advanced Search

Saved Search [Pick Slips Due Today](#)

** At least one is required

** Pick Slip Equals

** Shipment Equals

**** Order Equals 53003**

** Movement Request Equals

** Pick Wave Equals

** Customer Equals

**** Due Date After 5/9/23**

** Carrier Equals

[Search](#) [Reset](#) [Save...](#) [Add Fields](#) [Reorder](#)

Step 7. You can search for additional parameters.

In this example, we searched on the **Due Date** field for Pick Slips after 5/9/23.

Image

Confirm Pick Slips: Search

[Done](#)

Advanced Search

Saved Search [Pick Slips Due Today](#)

** At least one is required

** Pick Slip Equals

** Shipment Equals

** Order Equals 53003

** Movement Request Equals

** Pick Wave Equals

** Customer Equals

**** Due Date After 5/9/23**

** Carrier Equals

[Search](#) [Reset](#) [Save...](#) [Add Fields](#) [Reorder](#)

Step 8. Click the **Search** button.

Image

Inventory Organization 428330R

Change Organization

Confirm Pick Slips: Search

Done

Advanced Search

Saved Search Pick Slips Due Today

** At least one is required

** Pick Slip

Equals

** Shipment

Equals

** Order

Equals

53003

** Movement Request

Equals

** Pick Wave

Equals

** Customer

Equals

** Due Date

After

5/9/23

** Carrier

Equals

Search

Reset

Save...

Add Fields

Reorder

Step 9. On the **Search Results** section, click the **Pick Slip** number link.

In this example, we choose **30001**.

Image

Confirm Pick Slips: Search

Done

Advanced Search

Saved Search [Pick Slips Due Today](#)

Search Results

View	Print	Pick Status	Open	Pick Slip Type	All	Order Type	All	Organization		
Pick Slip	Organization	Due Date	Pick Status	Order	Order Type	Shipping Method	Customer	Picks		
								Open	Confirmed	Total
30001	428330R	5/10/23 4:37 AM	Open	53003	Transfer order	INTERNAL_A...	aaovyaaofe y a...	1	0	1

Step 10. The **Confirm Pick Slip: 30001** page opens. In the **Picks** section, select the **Ready to Confirm** checkbox.

Note: The Picked Quantity gets defaulted, the picked quantity can be updated if required.

Image

Confirm Pick Slip: 30001 ?

[Confirm](#) [Cancel](#)

Organization : 428330R

[Summary](#) | [Show More](#)

Creation Date 5/9/23 4:49 AM

Number of Picks 1

Pick Status Open

Order 53003

Picks ?

Actions [View](#) [Print](#) Pick Status [Open](#) [Generate Serial Numbers](#)

☐	Ready to confirm	Line	Pick Status	Item	Item Description	UOM Name	Requested Quantity	Picked Quantity	Source Subinventory	Source Locator	Lot	Fr Nu
☐		1	Open	0001910	ALL GREEN LI...	CASE	5	5	SUB42833			

Step 11. Click the *Confirm* drop-down choice list, then select **Confirm and Close**. This will redirect you to the **Confirm Pick Slip: Search** page.

Image

Inventory Organization 428330R [Change Organization](#)

Confirm Pick Slip: 30001 ?

Organization : 428330R

Summary | [Show More](#)

Creation Date 5/9/23 4:49 AM

Pick Status Open

Number of Picks 1

Order 53003

Confirm Cancel

Confirm and Go to Ship Confirm

Confirm and Close

Picks ?

Actions View Pick Status Open Generate Serial Numbers

Ready to confirm	Line	Pick Status	Item	Item Description	UOM Name	Requested Quantity	Picked Quantity	Source Subinventory	Source Locator	Lot	From Nui
☒	1	Open	0001910	ALL GREEN LI...	CASE	5	5	SUB42833			

Wrap-Up

Confirm pick slip using the steps above to confirm pick slip of a transfer order which generates the list of items that are due to be picked and shipped for Inventory Transfer Order.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [INV106: Warehouse Transactions](#)

First Published

Wed, 07/26/2023

Last Updated

Fri, 09/05/2025

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