INV-36 Perform a Short Pick

Purpose

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

Introduction and Overview

This QRG explains how to perform a short pick in NCFS.

Perform a Short Pick

To perform a short pick in NCFS, please follow the steps below. There are 13 steps to complete this process.

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

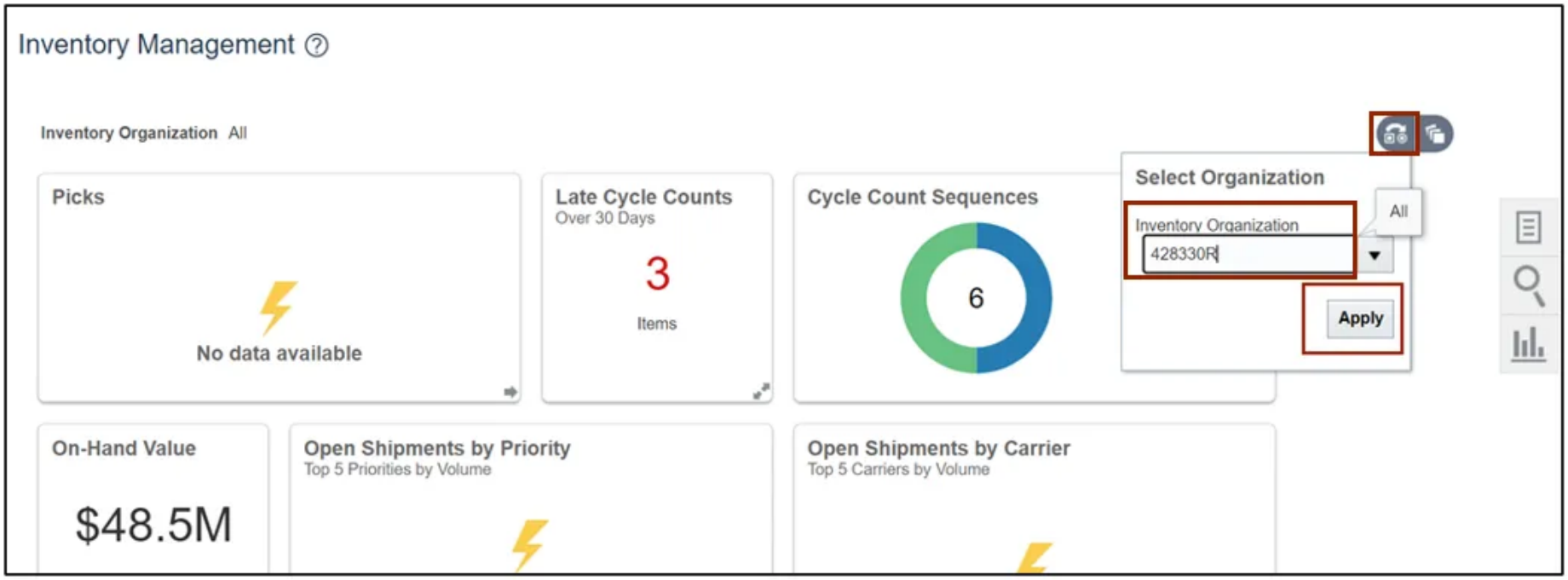
Step 2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Image



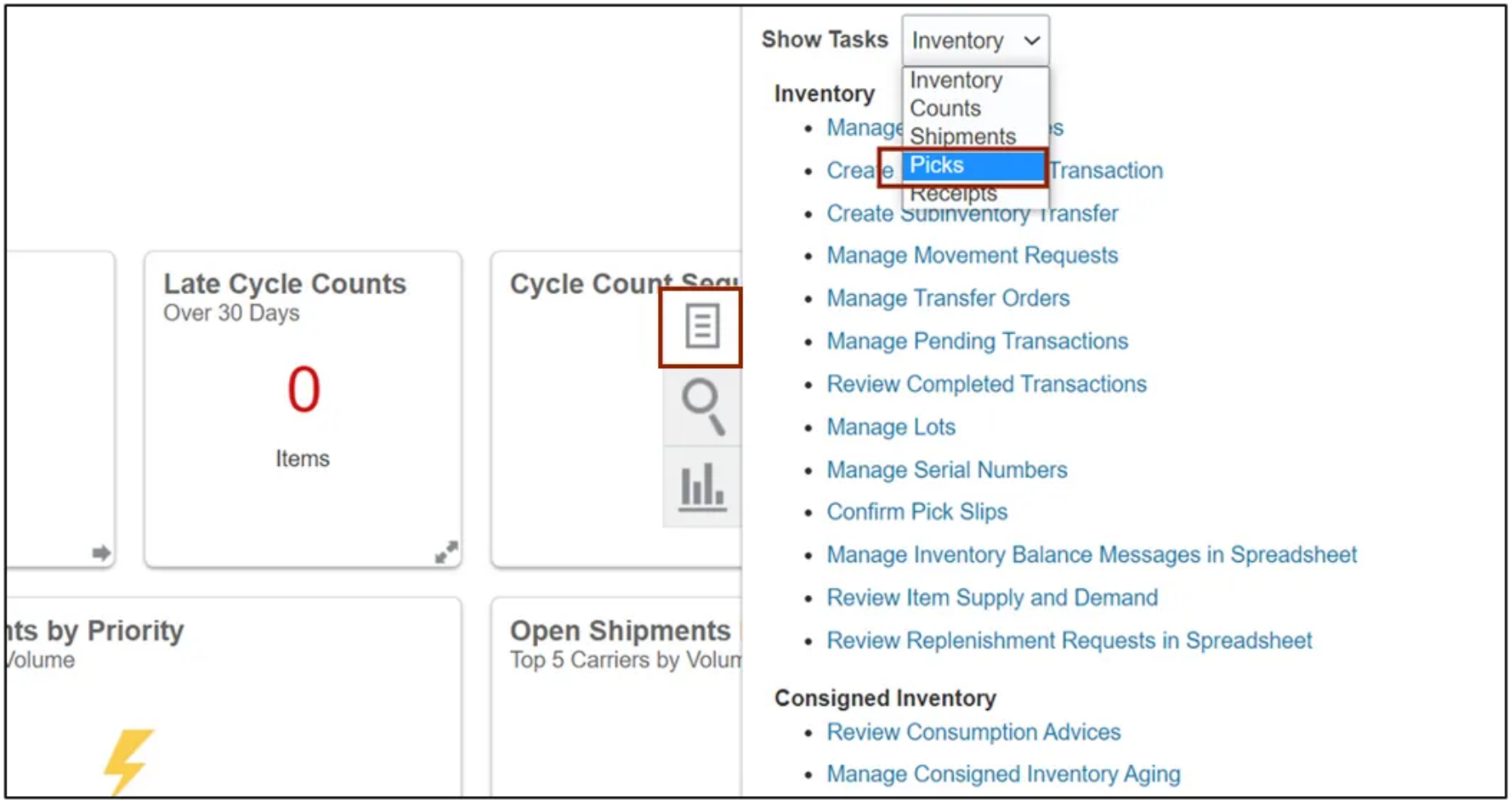
Step 3. On the **Inventory Management** page, click the **View by** icon and enter the **Organization ID**. Click the **Apply** button.

Image



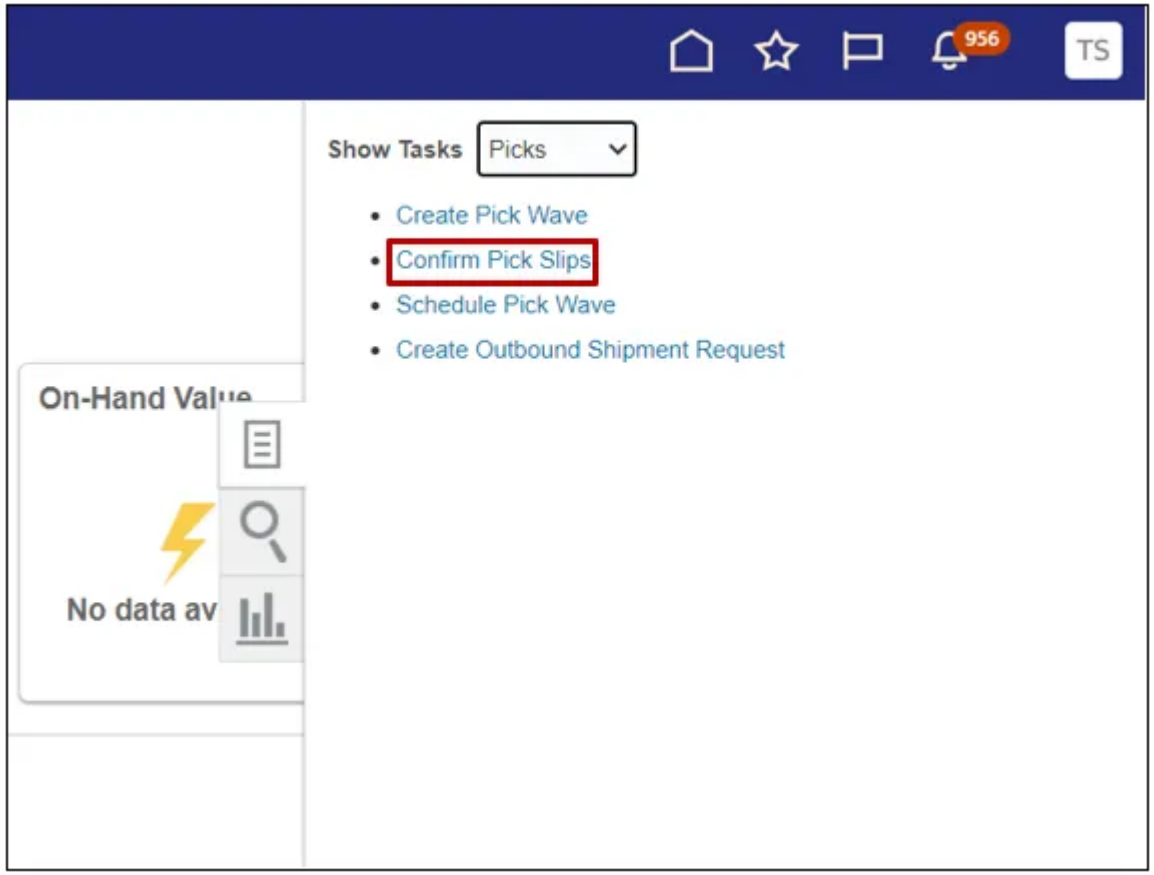
Step 4. Click the **Tasks** icon and select **Picks** from the **Show Tasks** drop-down choice list.

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Step 5. Click **Confirm Pick Slips**.

Image



Step 6. Search for the pick wave to be short picked.

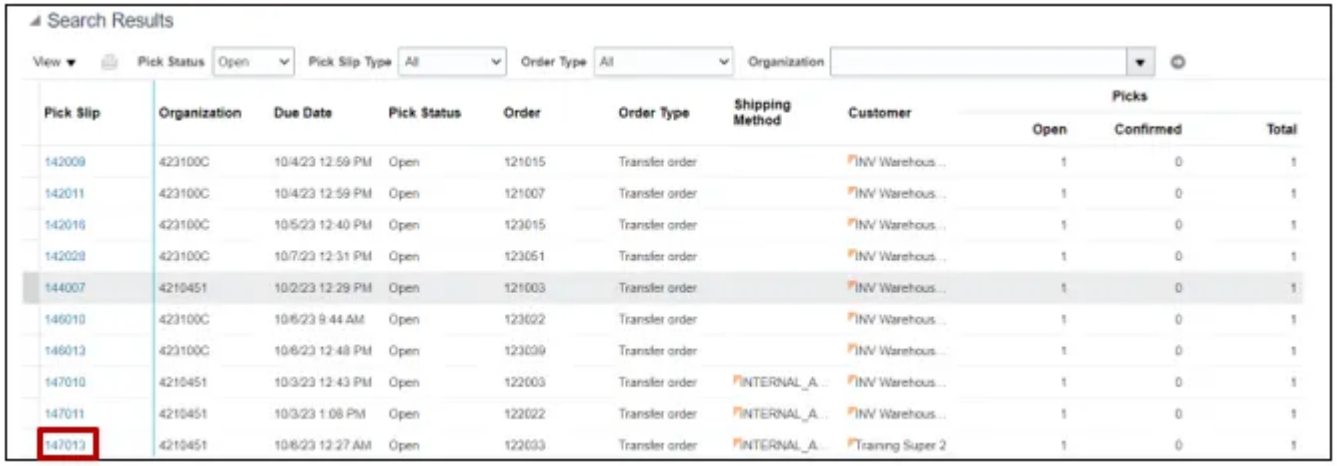
In this example, all pick waves for the week of 10/2 was searched on. Click **Search**.

Image



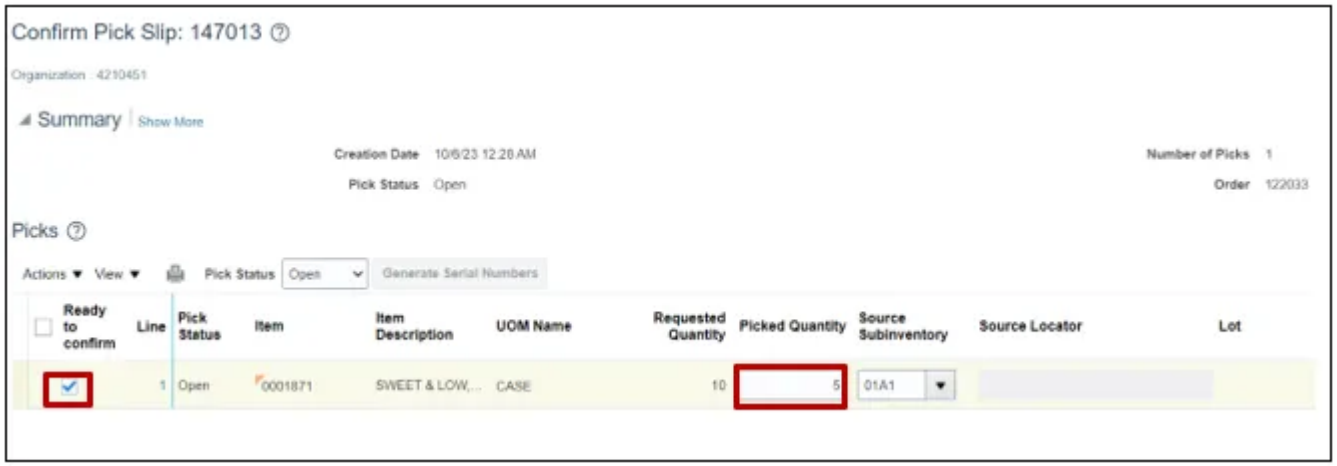
Step 7. Search results will appear towards the bottom on the screen. Find the pick wave and click the **Pick Slip** link.

Image



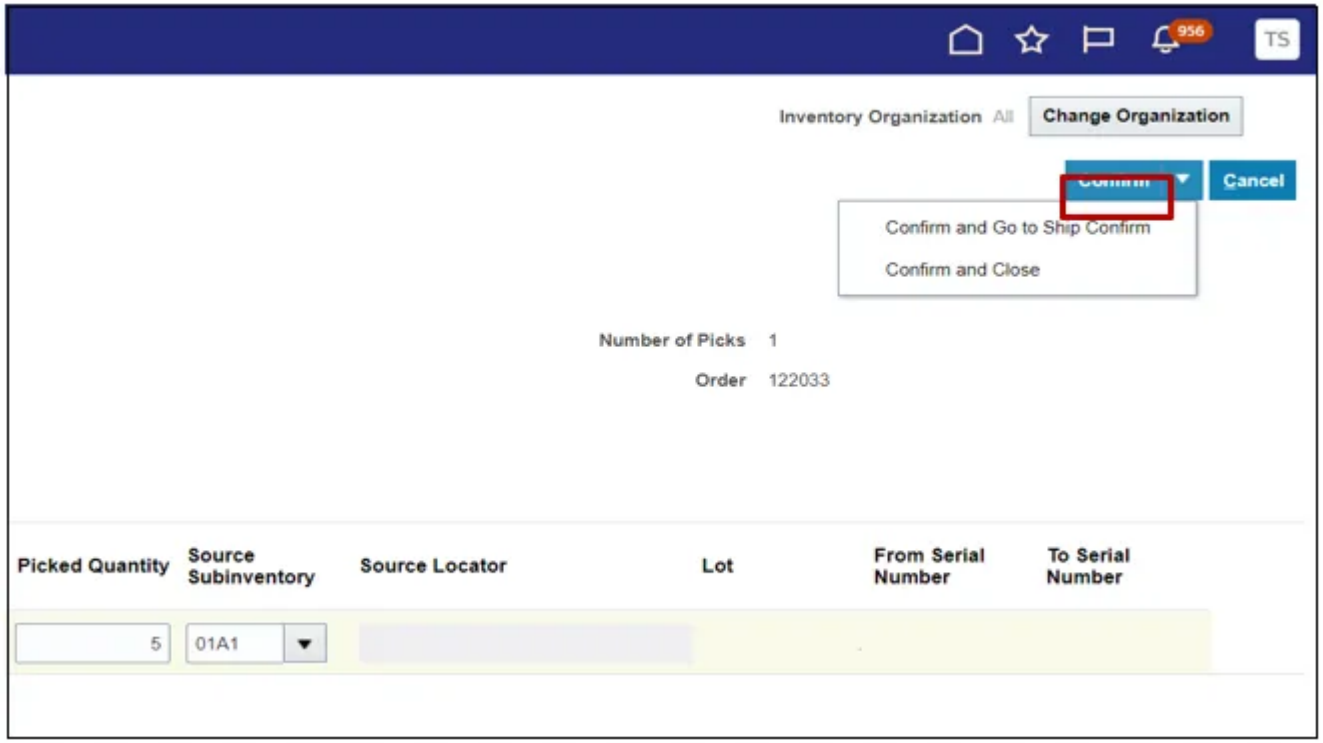
Step 8. On the **Confirm Pick Slip** screen, change the picked quantity to less than the requested quantity and check mark the **Ready to Confirm** box.

Image



Step 9. Click **Confirm**.

Image



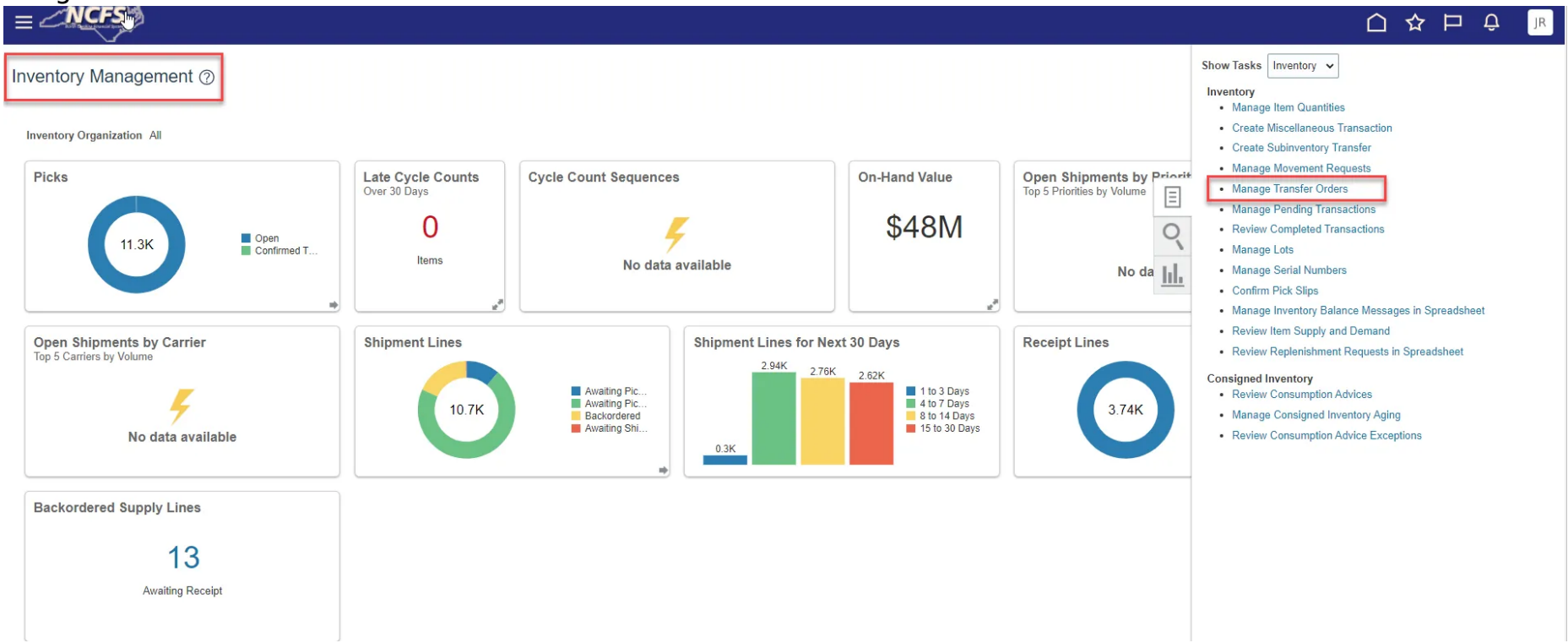
There are two options after the Inventory Short Pick is completed:

- The first option is to let the remaining item requested quantity go to Backordered status to be fulfilled once additional item quantity is received on a purchase order. In this case nothing further needs to be done by the user.
- The second option is to not issue the remaining item requested quantity and to remove it from Backordered status by updating the Transfer Order Quantity.

Follow the below steps for Option B. Updating Transfer Order Quantity on Short Picked Item

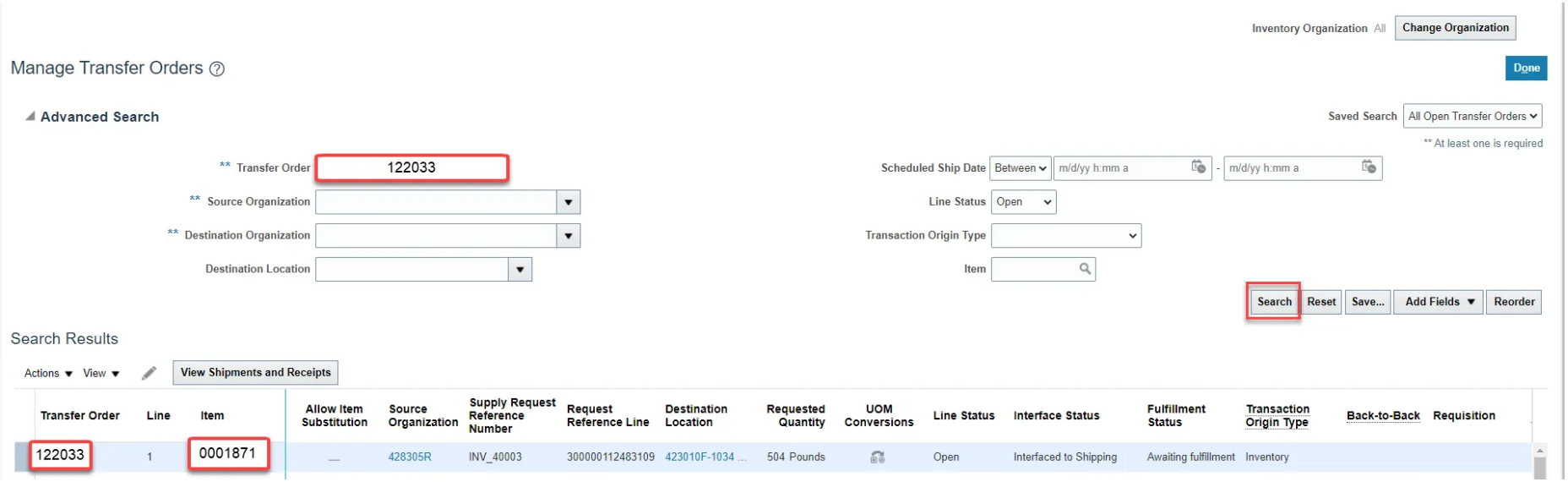
Step 10. Go to **Inventory Management** and select **Manage Transfer Orders** from tasks menu.

Image



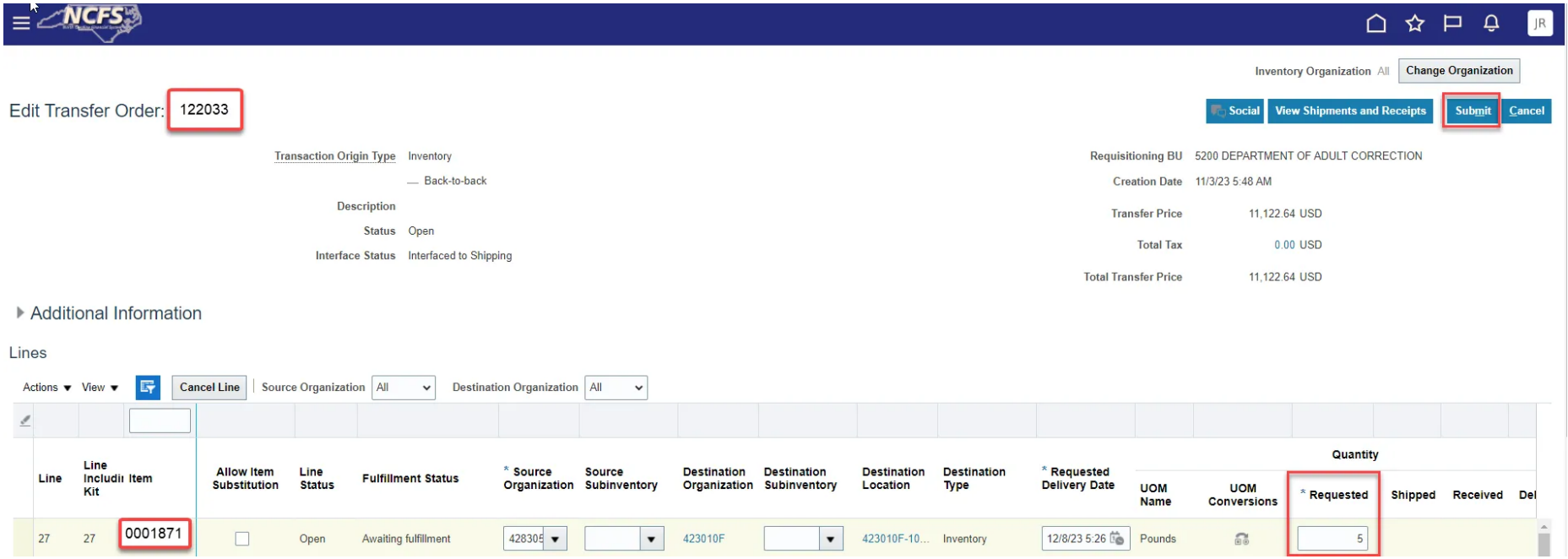
Step 11. Enter the **Transfer Order number**, click **Search** and then click on the **Transfer order number**.

Image



Step 12. Find the Item(s) that were Short Picked and reduce the **Requested Quantity** to match the Pick Confirmed Quantity. Click **Submit**.

Image



Step 13. The Requested Quantity will now match the Pick Confirmed Quantity. This item is now ready for Ship Confirm.

Wrap-Up

Perform a Short Pick using the steps above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV 105: Warehouse Management
  - INV 106: Warehouse Transaction Support

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