

MFG-15 Pick Confirm Inventory

Purpose

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

Introduction and Overview

This QRG covers the process of Pick Confirm Inventory on how to confirm picked inventory and update quantities as needed before shipment.

Pick Confirm Inventory

Once logged in to NCFS, follow these steps. There are 14 steps to complete this process.

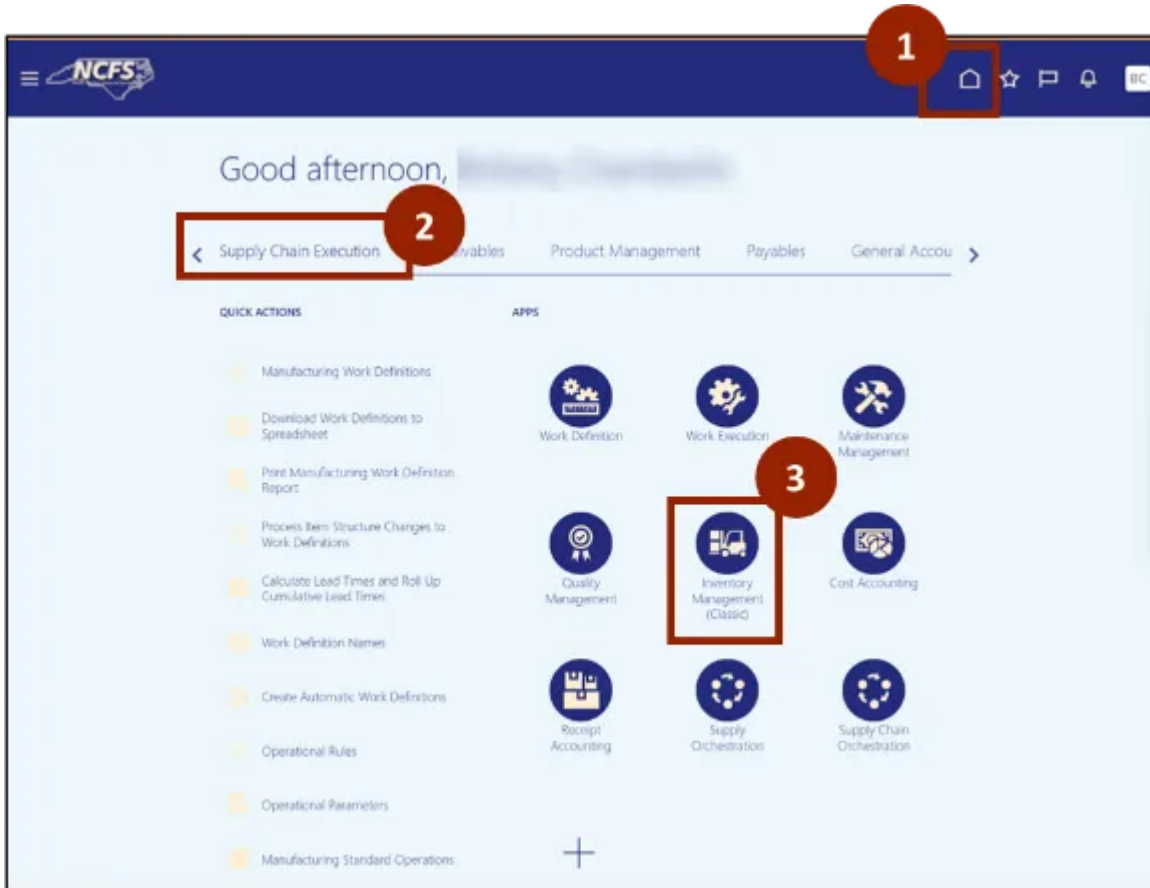
Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Supply Chain Execution**.

Step 3. Within the **Supply Chain Execution** tab, select **Inventory Management**.

Note: Pick Confirm for APEX shipment should be done after APEX truck picks the shipment from Plant.

Image

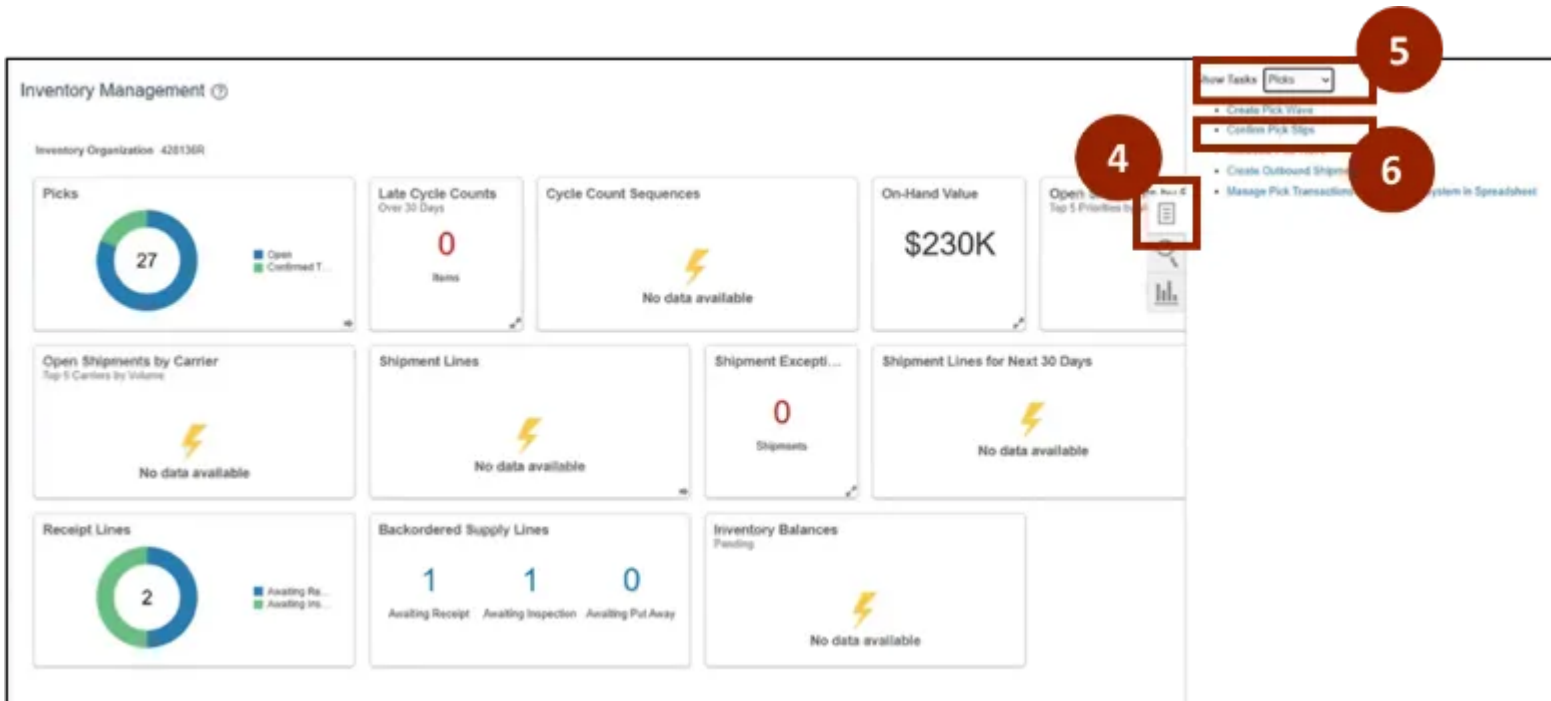


Step 4. Click the **Task** icon.

Step 5. In the Show Tasks drop-down, select **Picks**.

Step 6. Select **Confirm Pick Slip**.

Image



Step 7. On the Confirm Pick Slips: Search page, in the Order field, enter the **order number**.

Note: If you do not see the order number, click **Search** and pop-up screen will appear. Enter the **order number**.

Step 8. In the Due Date field, remove the **due date**.

Step 9. Click **Search**.

Image

Confirm Pick Slips: Search Inventory Organization 428136R [Change Organization](#)

[Done](#)

Advanced Search

Saved Search: [Pick Slips Due Today](#)
** At least one is required

7 ** Pick Slip Equals

Shipment Equals

** Order Equals

** Movement Request Equals

8 ** Pick Wave Equals

Customer Equals

** Due Date Equals

** Carrier Equals

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

Search Results

View Pick Status: Pick Slip Type: Order Type: Organization:

Pick Slip	Organization	Due Date	Pick Status	Order	Order Type	Shipping Method	Customer	Picks		
								Open	Confirmed	Total
No search conducted.										

Step 10. On the Confirm Pick Slips: Search page, select the **pick slip** you want to confirm by selecting the appropriate **pick slip number**.

Image

Confirm Pick Slips: Search Inventory Organization 428136R [Change Organization](#)

[Done](#)

Advanced Search

Saved Search: [Pick Slips Due Today](#)

Search Results

View Pick Status: Pick Slip Type: Order Type: Organization:

Pick Slip	Organization	Due Date	Pick Status	Order	Order Type	Shipping Method	Customer	Picks		
								Open	Confirmed	Total
10 1107986	428136R	10/28/25 11:59 ...	Open	125	Sales order		ADMIN OFFIC...	1	0	1

Step 11. In the Ready to Confirm column, **check the box** next to each line to indicate the order to be confirmed.

Step 12. In the Picked Quantity field, you can change the **picked quantity** (if required).

Step 13. Select **Confirm**.

Note: If more than one line is to be confirmed, mark the box next to each line. If all lines listed need to be shipped, click the box next to Ready to Confirm.

Image

Confirm Pick Slip: 1107986 ?

Organization : 428136R

Summary | Show More

Creation Date: 7/30/25 3:04 PM
Pick Status: Open
Number of Picks: 1
Order: 125

Picks ?

Actions View Pick Status Open Generate Serial Numbers

Ready to confirm	Overpick and Move	Line	Pick Status	Item	Item Description	UOM Name	Required Quantity	Picked Quantity	Source Subinventory	Source Locator	Lot	From Serial Number	To Serial Number
☒		1	Open	0020771	DESK, ADJ HT, ...	EACH	60	60	FG-428136R				

Step 14. Click **Done**.

Note: For APEX Shipment, pick confirm will be done by the Plant after APEX picks up the shipment.

Image

Confirm Pick Slips: Search

Advanced Search

Pick Slip Equals

Shipment Equals

Order Equals 125

Movement Request Equals

Pick Wave Equals

Customer Equals

Due Date Equals midday

Carrier Equals

Search Reset Save... Add Fields Reorder

Saved Search Pick Slips Due Today

** At least one is required

Search Results

View 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
No search conducted!										

Wrap-Up

NCFS users can reference the Pick Confirm Inventory using the steps above.

Additional Resources

- Virtual Instructor Led Training (VILT)
 - [MFG109: Manage Inventory 2](#)

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