



PICK RELEASE PROCESS

MFG

QUICK REFERENCE GUIDE

Purpose

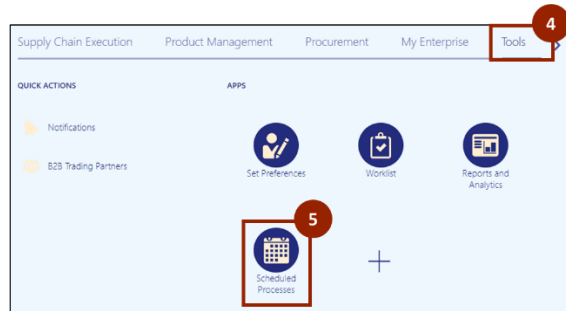
The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step guide of how to execute the **Pick Release Process** in the North Carolina Financial System (NCFS).

Introduction and Overview

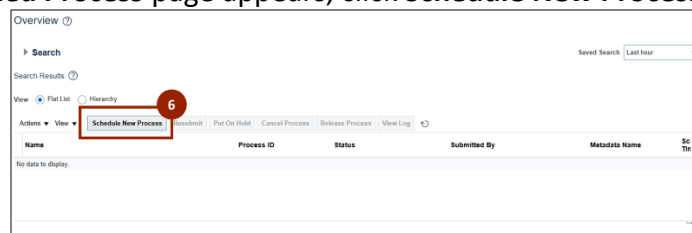
This QRG covers the process of **Pick Release** on how to confirm picked inventory and update quantities as needed before shipment.

Pick Release: Schedule a Pick Wave

1. Click the **Company Single Sign-On (SSO)** button.
2. Enter your **dac.nc.gov** email address.
3. Click **Next** then enter your **password**.
4. From the **Home** screen, select the **Tools** tab.
5. Click **Scheduled Processes**.



6. The **Scheduled Process** page appears, click **Schedule New Process**.



7. From the **Name** drop-down, select **Schedule Pick Wave**.
8. Click **OK**.



9. Select the *Release Rule* drop-down.

The screenshot shows the 'Process Details' window with the 'Basic Options' tab selected. The 'Release Rule' drop-down menu is highlighted with a red box and a red circle containing the number 9. The window includes fields for Name, Description, Schedule, Submission Notes, Pick Wave Prefix, Actual Ship Date, and Number of Child Processes.

10. Select **Search** to select the appropriate rule.

The screenshot shows the 'Process Details' window with the 'Basic Options' tab selected. The 'Release Rule' drop-down menu is open, displaying a list of rules. The 'Search' button is highlighted with a red box and a red circle containing the number 10.

11. The ***Search and Select: Release Rule*** notification appears, select **(Organization Number)-NCEE Pick Wave Release**.

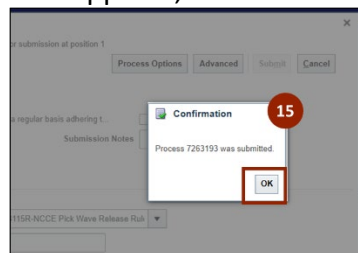
12. Click **OK**.

The screenshot shows the 'Search and Select: Release Rule' window. The 'Release Rule' field is highlighted with a red box and a red circle containing the number 11. The 'OK' button is highlighted with a red box and a red circle containing the number 12. The window includes fields for Release Rule, Organization, Customer, and Shipping Method, and a table with columns for Release Rule, Organization, Customer, and ShipMethodCode.

13. In the *Pick Wave Prefix* field, enter a **Pick Wave Prefix** name.

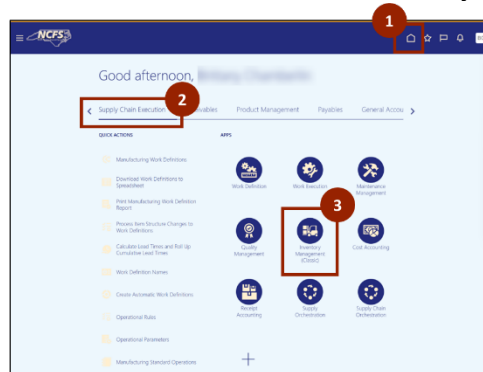
14. Select **Submit**.

15. The **Confirmation** notification appears, select **OK**.



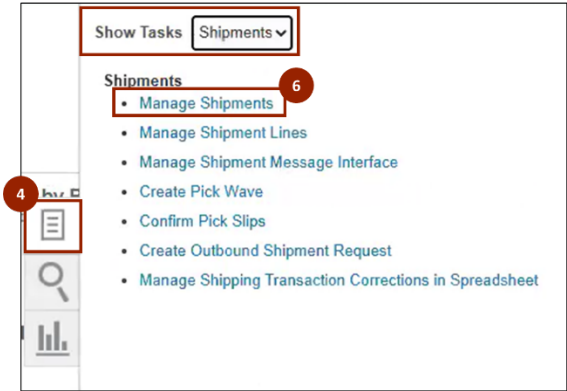
Pick Release: Assign a Shipping Method

1. Begin from the **Home** page, or click the **Home** icon.
2. On the **Home** page, select **Supply Chain Execution**.
3. Within the **Supply Chain Execution** tab, select **Inventory Management**.



4. Click the **Tasks** icon.
5. In the **Show Tasks** field, select **Shipments** from the drop-down.

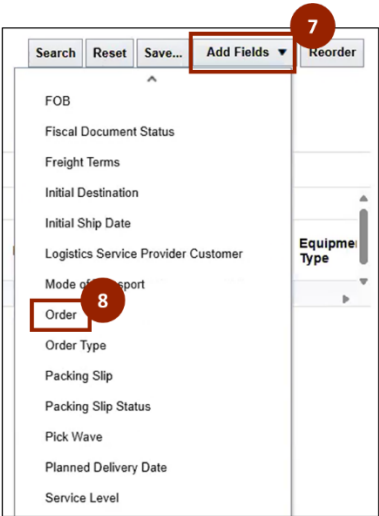
6. Select **Manage Shipments**.



7. Click the *Add Fields* drop-down.

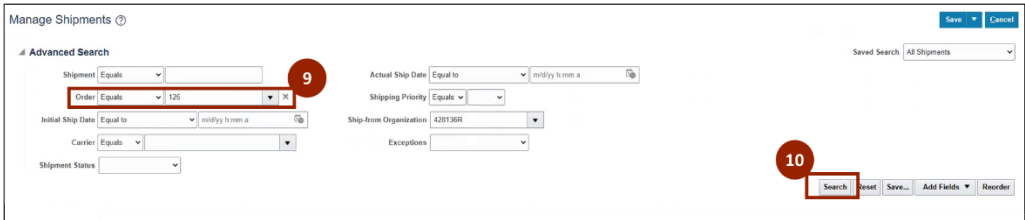
8. Select **Order**.

Note: These steps are used to search for an order number. Have the necessary order information available before beginning.



9. Enter the **Order Number** into the *Order* drop-down.

10. Click **Search**.



11. If the shipment is for an APEX shipment, select **Warehouse Truck** from the *Shipping Method* field drop-down.

12. Click **Save**.

The screenshot shows the 'Edit Shipment' form for shipment 2151949. Callout 11 points to the 'Waybill' field, which is set to 'INTERNAL_AGENCY-Road-Door to door'. Callout 12 points to the 'Save' button in the top right corner. Other fields include 'Shipping Method', 'Initial Ship Date', 'Gross Weight', 'Weight UOM', 'Volume', 'Volume UOM', and 'Lines'.

Pick Release: Print a Pick Slip Report

- 1. Begin from the **Home** page, or click the **Home** icon.
- 2. On the **Home** page, select **Tools**.
- 3. Within the **Tools** tab, select **Scheduled Processes**.

The screenshot shows the Home page of the system. Callout 1 points to the Home icon in the top right. Callout 2 points to the 'Tools' tab in the navigation bar. Callout 3 points to the 'Scheduled Processes' icon in the 'APPS' section.

4. Select **Schedule New Process**.

The screenshot shows the 'Overview' page of the 'Scheduled Processes' section. Callout 4 points to the 'Schedule New Process' button in the 'Actions' dropdown menu. The page also displays a table of existing processes.

Name	Process ID	Status	Scheduled Time	Submission Time
Manage Communication Responses	7985972	Wait	9/24/25 8:46 AM EDT	9/24/25 8:41 AM EDT
Manage Communication Batch Requests	7985971	Wait	9/24/25 8:46 AM EDT	9/24/25 8:41 AM EDT
ESS job to run Bulk ingest to OSCS	7985970	Wait	9/24/25 8:45 AM EDT	9/24/25 8:41 AM EDT
ESS process to check Search Cloud Service availability	7985969	Wait	9/24/25 8:45 AM EDT	9/24/25 8:41 AM EDT

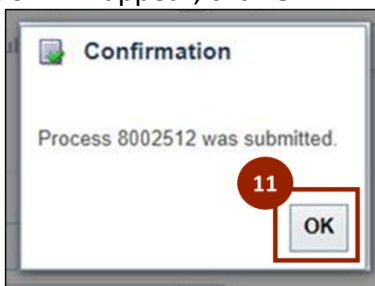
- 5. In the **Name** field, enter **Print Pick Slip Report**.
- 6. Click **OK**.

The screenshot shows the 'Schedule New Process' dialog. Callout 5 points to the 'Name' field, which contains 'Print Pick Slip Report'. Callout 6 points to the 'OK' button. The dialog also has a 'Type' section with 'Job' selected and a 'Description' field.

Enter the following parameters:

7. In the *Organization* field, input the appropriate **Organization Code** from the drop-down.
8. In the *Line Status to Print* field, select **Released to warehouse** from the drop-down.
9. In the *Item Display* field, select **Both** from the drop-down.
10. Click **Submit**.

11. A **Confirmation** notification will appear, click **OK**.

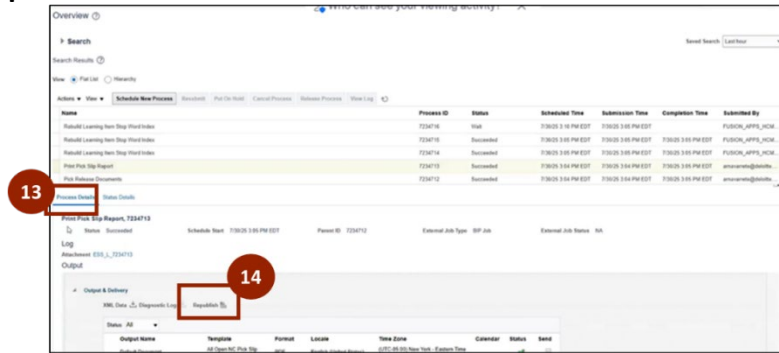
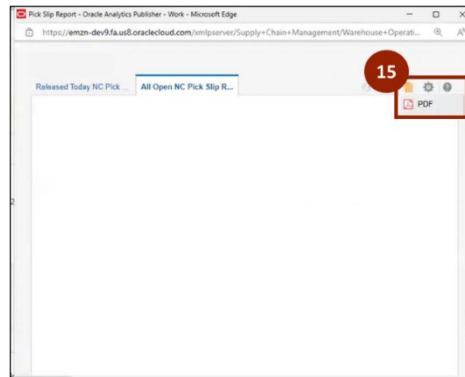


12. Select **Print Pick Slip Report**.

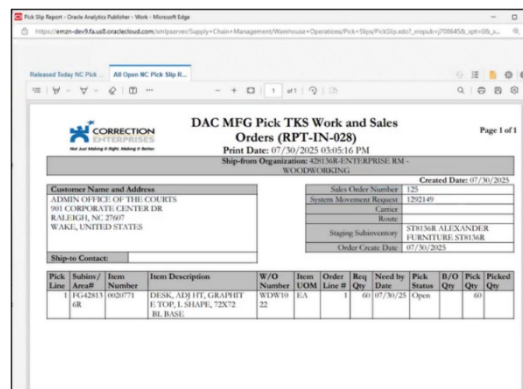
Note: This report tells warehouse staff where to find the item in the warehouse. Staff will collect the items and move them to the staging area (the final location before shipping).

Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By
Refresh Learning New Ship Method Index	723476	Fail	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT		ARONSON@ncsc...
Refresh Learning New Ship Method Index	723476	Successful	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT	ARONSON@ncsc...
Refresh Learning New Ship Method Index	723476	Successful	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT	ARONSON@ncsc...
Print Pick Slip Report	723476	Successful	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT	ARONSON@ncsc...
Apply Document Job Set Rules and Output Preferences	723476	Successful	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT	ARONSON@ncsc...
Manage Communication Requests	723476	Fail	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT		ARONSON@ncsc...
Manage Communication Requests	723476	Fail	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT		ARONSON@ncsc...
ESB job to run Bulk Request in DICS	723476	Fail	7/18/20 3:10 PM EDT	7/18/20 3:10 PM EDT		ARONSON@ncsc...

13. On the **Overview** page scroll down to the details area, select the **Process Details** tab.

14. Select **Republish**.15. Select the **notepad** icon and select **PDF**.16. The **DAC MFG Pick TKS Work and Sales Orders (RPT-IN-028)** will display details of the sales order.

Note: In the Work Order Number Column there may be multiple Work Order Numbers in a single line.



Wrap-Up

NCFS users can reference the **Pick Release Process** using the steps above.

Additional Resources

Virtual Instructor Led Training (vILT)

- MFG108: Manage Inventory 2