

PICK CONFIRM INVENTORY

MFG

QUICK REFERENCE GUIDE

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.

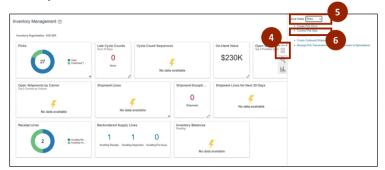
Pick Confirm Inventory

Once logged in to NCFS, follow these steps:

- 1. Begin from the *Home* page, or click the **Home** icon.
- 2. On the *Home* page, select **Supply Chain Execution.**
- 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.



- 4. Click the Task icon.
- 5. In the Show Tasks drop-down, select Picks.
- 6. Select Confirm Pick Slip.





- 7. On the *Confirm Pick Slips: Search* page, in the *Order* field, enter the order number.
 - If you do not see the order number, click **Search** and pop-up screen will appear. Enter the order number.
- 8. In the Due Date field, remove the due date.
- 9. Click Search.



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



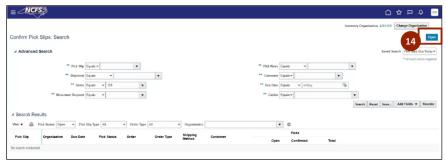
- 11. In the *Ready to Confirm* column, **check the box** next to each line to indicate the order to be confirmed.
- 12. In the Picked Quantity field, you can change the picked quantity (if required).
- 13. Select Confirm.

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*.



14. Click Done.

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



Wrap-Up

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

Additional Resources

Virtual Instructor Led Training (vILT)

• MFG108: Manage Inventory 2