



PICK CONFIRM INVENTORY

QUICK REFERENCE GUIDE

MFG

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).

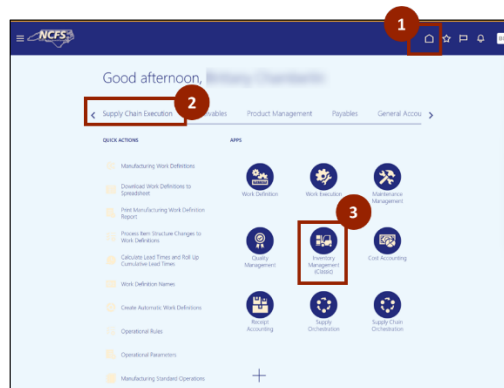
Introduction and Overview

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

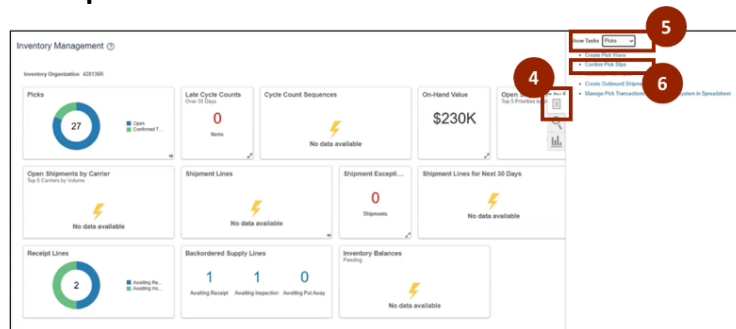
Pick Confirm Inventory

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**.
 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.

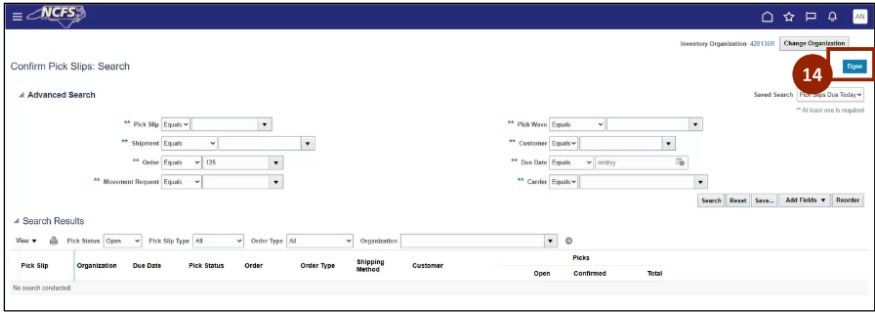


4. Click the **Task** icon.
5. In the **Show Tasks** drop-down, select **Picks**.
6. Select **Confirm Pick Slip**.



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