



SHIPMENT – PLANT AND APEX

MFG

QUICK REFERENCE GUIDE

Purpose

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

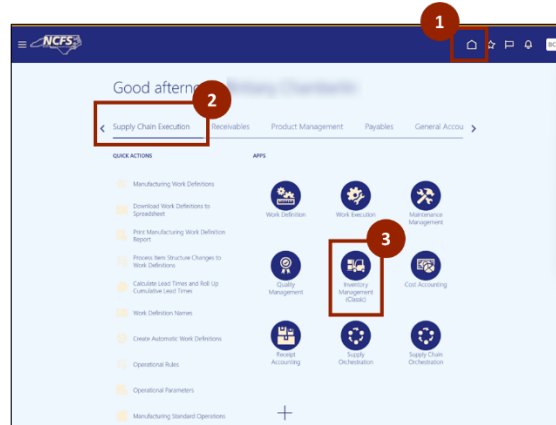
Introduction and Overview

This QRG covers the process of **Shipment – Plant and Apex**. This process provides information on how to manage shipment of items from a plant to a customer, manage the shipment of items from APEX Warehouse to a customer, provide visibility into the status of shipments at each stage of the shipping process and generate and manage necessary shipping documents and reports.

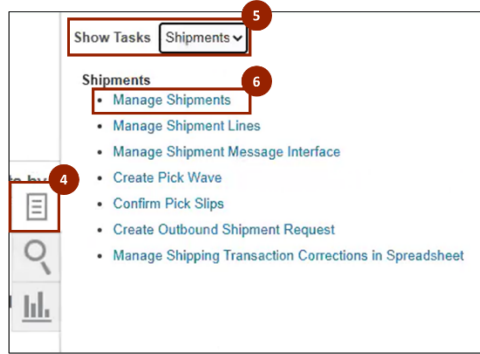
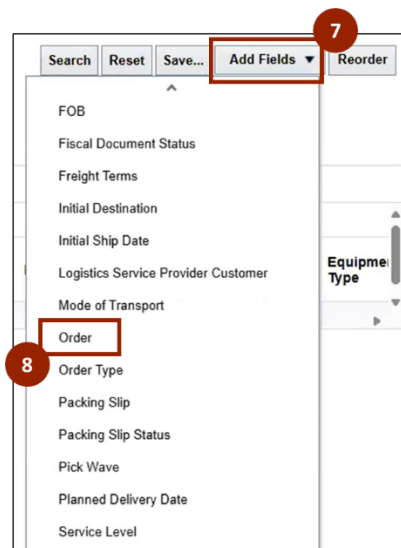
Plant Shipment

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**.



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**.9. Enter the **Order Number** into the **Order** drop-down.10. Click **Search**.

11. Select the **shipment number**.

Manage Shipments

Inventory Organization: All

Advanced Search

Search Results

Actions View Record Shipping Costs Ship Confirm Review Document Job Set

Summary Carrier Shipping Cost Other

Shipment	Ship-from Organization	Customer	Logistics Service Provider Customer	Ship-to Location	Supplier	Shipment Status	Planned
2152969	428130R	DOT EDGEcombe MAINT DIV 4		428529 - 3916 R.D. COLEMAN RD.BURLINGTON,NC,27215,ALABAMA,US		Open	☐

12. Select the appropriate **shipping method** from the **Shipping Method** field drop-down.13. Click **Save**.

Note: For a plant shipment, you can go through Pick Confirm process once you pick the materials physically from the storage location and move it to the staging area within the plant. Run the Pick Release Rule.

Edit Shipment: 2151949

Shipment: 2151949

Shipping Method: INTERNAL_AGENCY Back Door to door

Waybill: CE--Warehouse Truck

Initial Ship Date: CE--Carrier Freight

Gross Weight: CE--Customer Pickup

Weight UOM: CE--FedEx

Volume: CE--USPS

Volume UOM: CE--Rush Order

CE--Post Truck

CE--UPS

Search...

Shipment Status: Open

Exceptions in Shipment: 0

Ship-from Organization: 428130R

Customer: ADMIN OFFICE OF THE COURTS

Ship-to Location: 428108 - 981 CORPORATE CENTER DR.GENERAL SERVICE DIVISION,RALEIGH,NC,27604,WAH,US

Total Shipping Cost Recorded: 0.00 USD

Number of Bales: 1

Number of Outer Packing Units: 1

14. On the **Edit Shipment** screen, click the **Plus (+)** icon in the **Total Shipping Cost Recorded** field.

Edit Shipment: 2152969

Shipment: 2152969

Shipping Method: CE--Warehouse Truck

Waybill: CE--Warehouse Truck

Initial Ship Date: 10/21/25 2:29 AM

Gross Weight: nullgram

Weight UOM: nullgram

Volume: nullgram

Volume UOM: nullgram

Shipment Status: Confirmed

Exceptions in Shipment: 0

Ship-from Organization: 428130R

Customer: DOT EDGEcombe MAINT DIV 4

Ship-to Location: 428529 - 3916 R.D. COLEMAN RD.BURLINGTON,NC,27215,ALABAMA,US

Total Shipping Cost Recorded: 15.00 USD

Number of Bales: 1

Number of Outer Packing Units: 0

15. The **Record Shipping Costs** window appears, select the **Shipment number**.16. Click the **Plus (+)** icon.

Record Shipping Costs: Shipment 2338243

Actions View Format Print Preview Detail Stop

Cost	Amount	Currency	Conversion Rate Type	Conversion Date	Conversion Rate
Shipment 2338243	0.00	USD			
Item 00100001 (1)	0.00	USD			

17. The **Create Shipping Cost Record** pop-up window will appear. In the **Cost** drop-down, select **NCCE Shipping Cost**.18. In the **Amount** field, enter the **shipping amount**.

19. Click **Save and Close**.

20. On the **Record Shipping Cost** screen, you will now see the **NCCE Shipping Cost** amount. Click **Done**.

Cost	Category	Amount	Currency	Conversion Rate Type	Conversion Date	Conversion Rate
Shipment 2152969		15.00	USD			
NCCE Shipping Cost	Shipping costs	15.00	USD			
Item 0000771 (1)		0.00	USD			

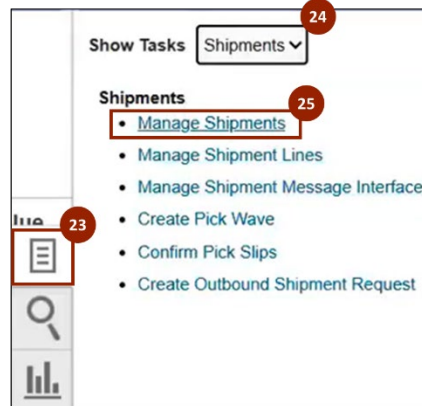
21. Review the information in each line for accuracy. Click the **Save** drop-down.
22. Click **Save and Close**.

23. Once you save and close, you return to the **Inventory Management Home** screen. Click the **Tasks** icon.

Note: For repair and Return orders, once the Plant/APEX receives the order at the plant, there is no need to perform Ship Confirm for the RMA order shipment lines. Once receiving is completed, the RMA shipment line will be automatically closed.

24. Select **Shipments** from the **Show Tasks** drop-down.

25. Select **Manage Shipments**.



26. In the **Order** field, enter the **order number or shipment order**.

27. Select **Search**.

28. Once plant is ready to deliver to the customer, select the **Shipment**.

29. Click **Ship Confirm**.

Shipment	ASN Status	Autopost Batch	COD Amount	COD Currency	COD Paid By	COD Remit To	Confirmed Date	Confirmed By	Transportation Reason	Description	Dock	Automate Pack	Enable Autopost	Men
2152945											Route # 12	✓	✓	
2152995											Route # 4	✓	✓	
2152969											Route # 4	✓	✓	
2152970											Route # 4	✓	✓	
2153056											Route # 4	✓	✓	
2153057											Route # 4	✓	✓	

30. A **Confirmation** pop-up will appear. Click **OK**.



31. Select **Actions** drop-down.

32. Select **Reopen**.

Note: This is for a specific shipment line versus multiple.

Inventory Organization All Organization

Shipment 2152969

Ship Confirm

Actions

Review Shipping Exceptions

Reopen

Pick Release

Pack Automatically

Shipment Status Confirmed

Exceptions in Shipment 0

Ship from Organization 428136R

33. Once you reopen you will return to the **Inventory Management Home** screen. Click the **Tasks** icon.
34. Select **Shipments** from the **Show Tasks** drop-down.
35. Select **Manage Shipments**.

Show Tasks Shipments

Shipments

- Manage Shipments
- Manage Shipment Lines
- Manage Shipment Message Interface
- Create Pick Wave
- Confirm Pick Slips
- Create Outbound Shipment Request

Tasks

36. In the **Order** field, enter the **order number or shipment order**.
37. Select **Search**.

Manage Shipments

Advanced Search

Order Equals 125

Actual Ship Date Equal to m/d/yyyy h:mm a

Shipping Priority Equals

Ship from Organization 428136R

Exceptions

Search

38. The orders appear on the **Search Results** screen. Shipment status should say **Confirmed**.

Manage Shipments

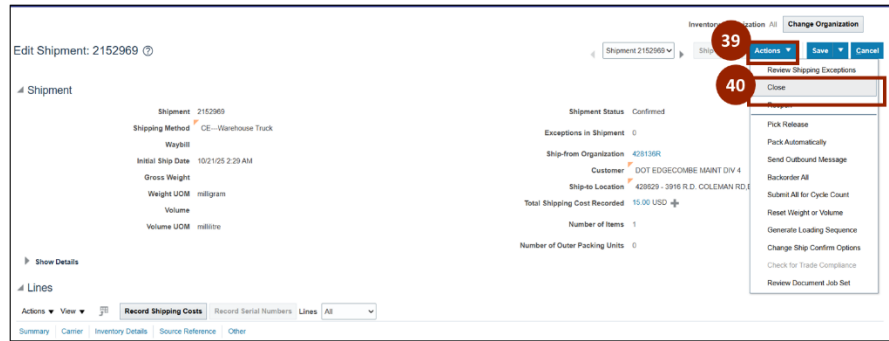
Advanced Search

Search Results

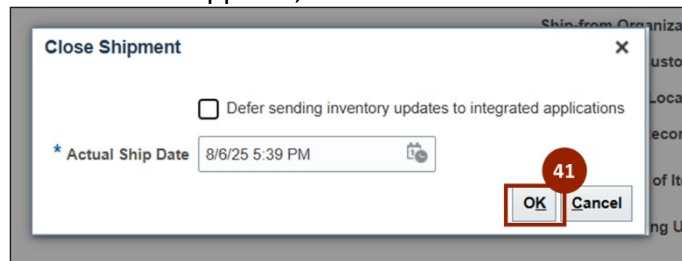
Shipment	Ship from Organization	Customer	Logistics Service Provider Customer	Ship-to Location	Supplier	Shipment Status
2152969	428136R	DOT EDGEcombe MAINT DIV 4		428629 - 3916 R.D. COLEMAN RD,BURLINGTON NC,27215,ALAMANCE,US		Confirmed
2152970	428136R	CITY OF ROANOKE RAPIDS		428629 - 3916 R.D. COLEMAN RD,BURLINGTON NC,27215,ALAMANCE,US		Confirmed

39. Select **Actions** drop-down.

40. Select **Close**.

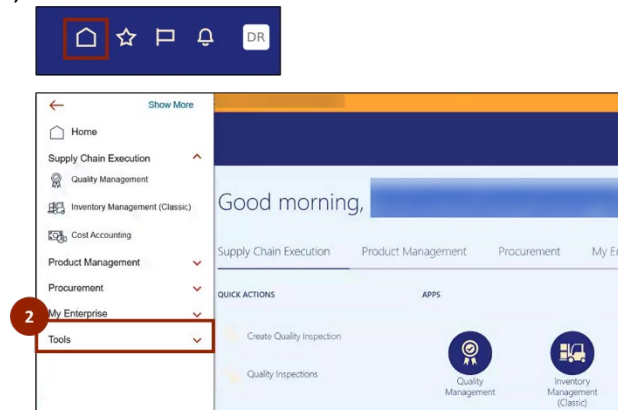


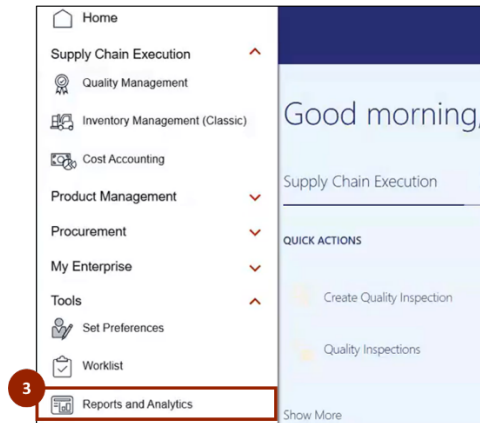
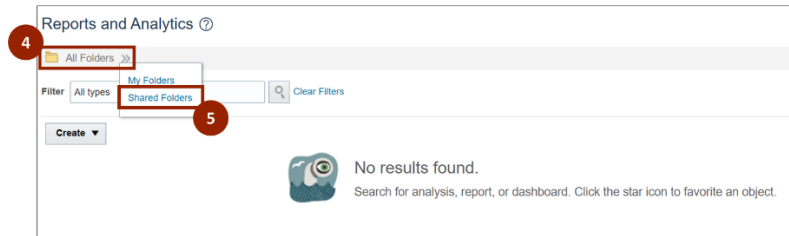
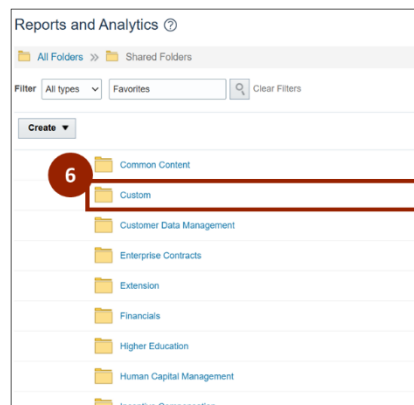
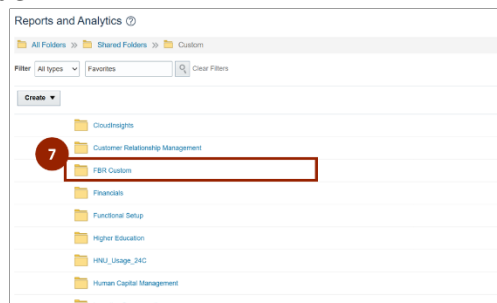
41. The **Close Shipment** notification appears, select **OK**.



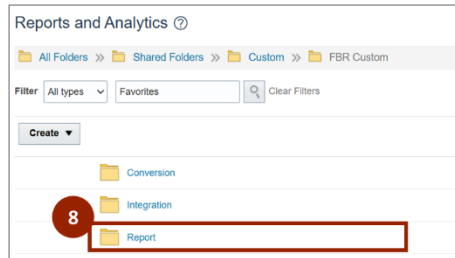
APEX Shipment – Pre-Shipment Reports

1. Click the **Home** icon.
2. Within the **Navigator**, click **Tools**.

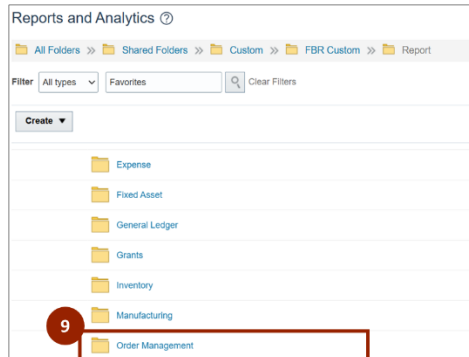


3. Select **Reports and Analytics**.4. Click the **All Folders** drop-down menu.5. Select **Shared Folders**.6. Click the **Custom** folder.7. Click the **FBR Custom** folder.

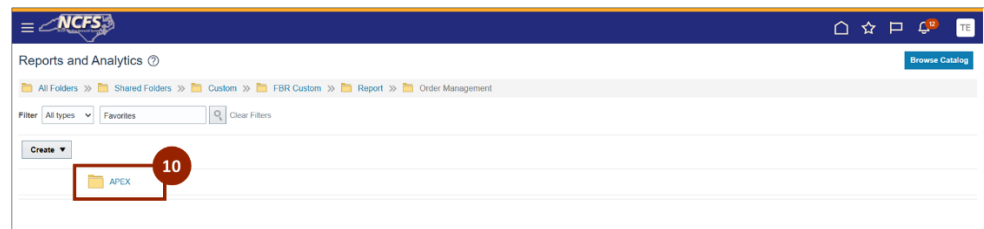
8. Click the **Report** folder.



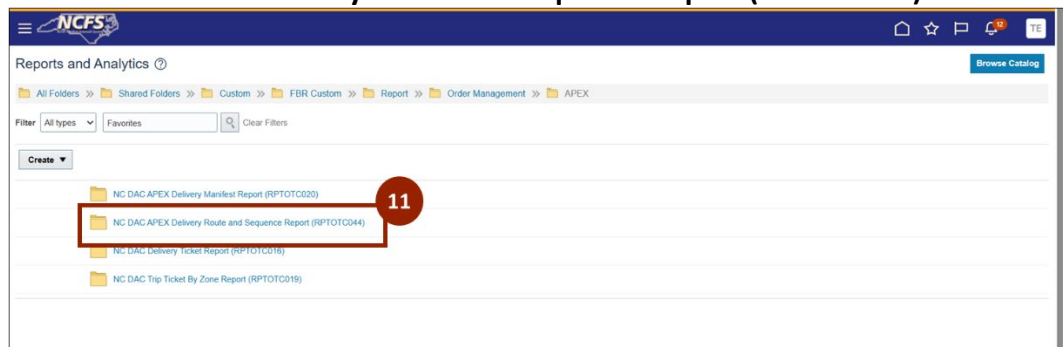
9. Click the **Order Management** folder.



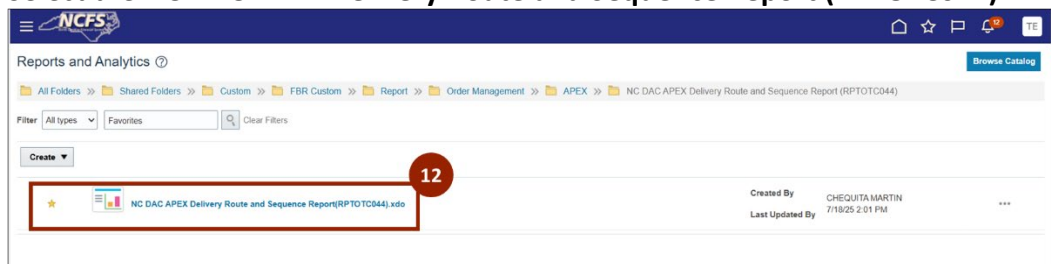
10. Select **APEX**.



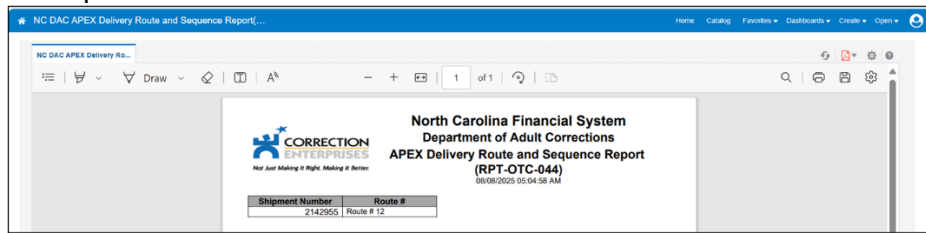
11. Select the **NC DAC APEX Delivery Route and Sequence Report (RPTOTC044)**.



12. Select the **NC DAC APEX Delivery Route and Sequence Report (RPTOTC044)**.



13. The **NC DAC APEX Delivery Route and Sequence Report (RPTOT044)** displays and gets updated on shipment.

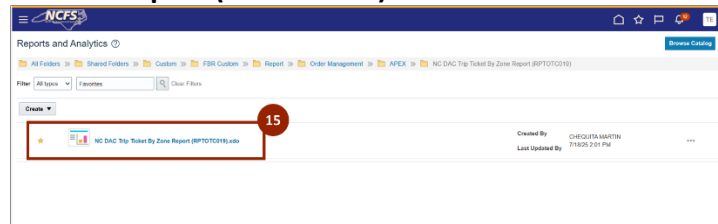


14. The interface will update the shipment route information in the **Dock** field as per the report **NC DAC APEX Delivery Route and Sequence Report (RPTOT044)**.

Note: Once route is updated Shipment will no longer be visible in the report.

Shipment	Created By	COD Remit To	Confirmed Date	Confirmed By	Transportation Reason	Description	Dock	Automated Pack	Enable Autoship	Manual Weight or Volume	Organization Name	Problem Contact Reference
2152965			m/d/yy h:mm				Route # 4	☒	☒	—	ENTERPRISE ...	
2153959			m/d/yy h:mm				Route # 4	☒	☒	—	ENTERPRISE ...	

15. Once you are done viewing the report, the **Report and Analytics** page displays. Select the **NC DAC Trip Ticket Zone Report (RPTOTC019)**.



16. The **NC DAC Trip Ticket Zone Report (RPTOTC019)** displays.

Shipment No.	Order No.	Address	Route	Line No.	Qty.	UOM	Part
2115237	1142443	NEUSE - FOOD WAREHOUSE-423060P Station Road	Route # 4	1	2	CS	0015131- STAINLESS STEEL CLEANER AND POLISH 150Z ACS
2115237	1142443	NEUSE - FOOD WAREHOUSE-423060P Station Road	Route # 4	2	2	CA	0001185- DISHWASHER RINSE AGENT 5 GALLON CAN
2115237	1142443	NEUSE - FOOD WAREHOUSE-423060P Station Road	Route # 4	3	8	CS	0010970-PLASTIC LINER, LARGE CLEAR SIZE 39"X 56" 250CS
2115237	1142443	NEUSE - FOOD WAREHOUSE-423060P Station Road	Route # 4	5	3	CA	0001185-NON-CHLORINATED DISHWASHING DETERGENT 5 GAL CAN

APEX Shipment

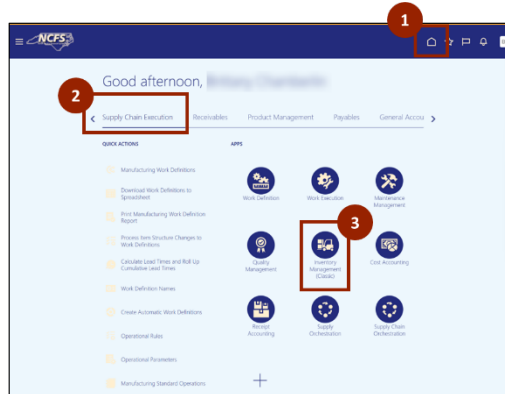
The APEX Shipment process is comprised of five sub processes:

- APEX Shipment
- Record Shipping Costs
- Packing and Shipping Instructions
- Reopening a shipment
- Closing a shipment

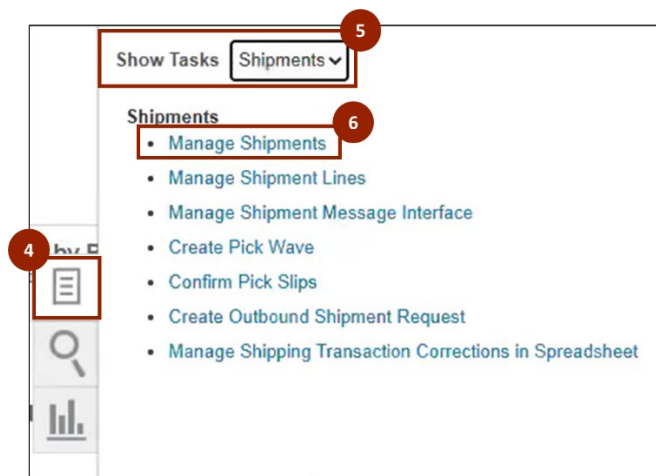
APEX Shipment

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**.



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



7. In the **Shipping Method** drop-down, select **CE-Warehouse Truck**. Pick Released Shipments that are ready for APEX warehouse will be visible by the search results once the field is added to the search form.
8. In the **Shipment Status** drop-down, select **Not yet staged**.

9. Click **Save**.

10. Once you select Save, the **Create Saved Search** notification appears. Save as **APEX Pick Released Order**.

11. Click **OK**.

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

13. Select **Order**.

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

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

15. Click **Save**.

16. The search results displays the shipment for the order.

Shipment	By	COD Remit To	Confirmed Date	Confirmed By	Transportation Reason	Description	Dock	Automated Pack	Enable Autoship	Manual Weight or Volume	Organization Name	Problem Contact Reference
2152965			mid/yy h:mm				Route # 4	☒	☒	—	ENTERPRISE ...	
2153959			mid/yy h:mm				Route # 4	☒	☒	—	ENTERPRISE ...	

Record Shipping Costs

17. Select the **shipment number**.

18. On the **Edit Shipment** screen, click the **Plus (+)** icon in the **Total Shipping Cost Recorded** field.

Note: The line needs to be selected prior to clicking record shipping cost button.

19. The **Create Shipping Cost Record** pop-up window will appear. In the **Cost** drop-down, select **NCCE Shipping Cost**.

20. In the **Amount** field, enter the **shipping amount**.

21. Click **Save and Close**.

22. On the **Record Shipping Cost** screen, you will now see the **NCCE Shipping Cost amount**. Click **Done**.

Cost	Category	Amount	Currency	Conversion Rate Type	Conversion Date	Conversion Rate
Shipment 2152969		15.00	USD			
NCE Shipping Cost	Shipping costs	15.00	USD			
Item 0020771 (1)		0.00	USD			

23. Review the information in each line for accuracy. Click the **Save** drop-down.

24. Click **Save and Close**.

Packing and Shipping Instructions

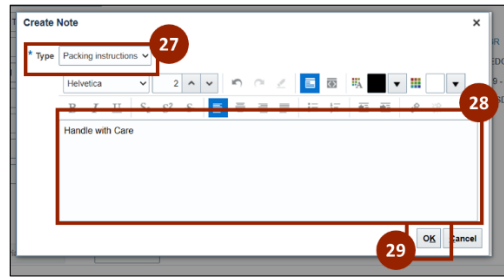
25. To enter shipping and packing instructions click on the **shipment line**.

26. Select the **Notes** icon.

27. The **Create Note** notification appears, in the **Type** drop-down select **Packing instructions**.

28. Enter appropriate **packing and shipping instructions** in the notes section.

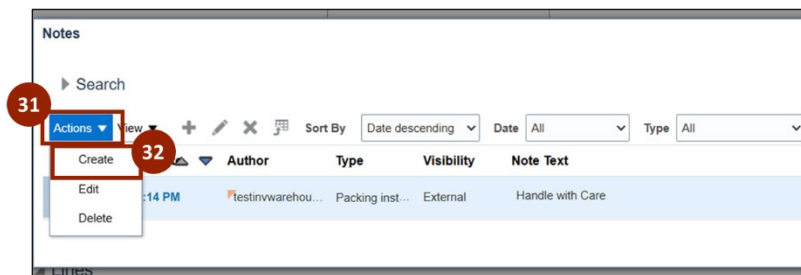
29. Click **OK**.



30. To add additional instructions, click on the **notepad icon** in the **Notes** column.

31. Click the **Actions** drop-down.

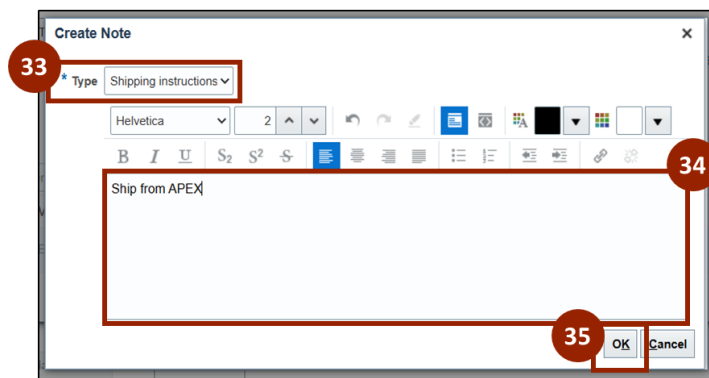
32. Select **Create**.



33. The **Create Note** notification appears, In the **Type** drop-down select **Shipping Instructions**.

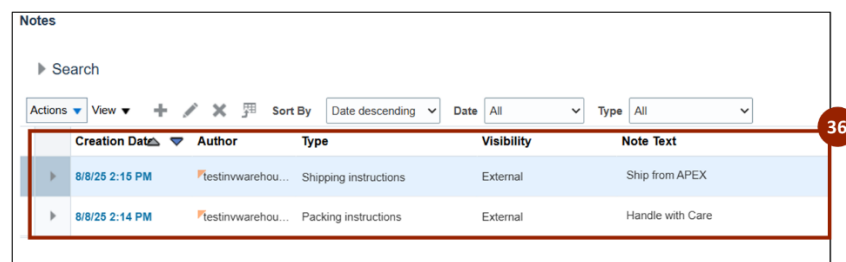
34. Enter appropriate **shipping notes**.

35. Click **OK**.



36. After adding the instructions, they will display in the **Search** section.

- These instructions will be printed on the APEX Manifest and Pick List report



37. Review the information in each line for accuracy. Click the **Save** drop-down.

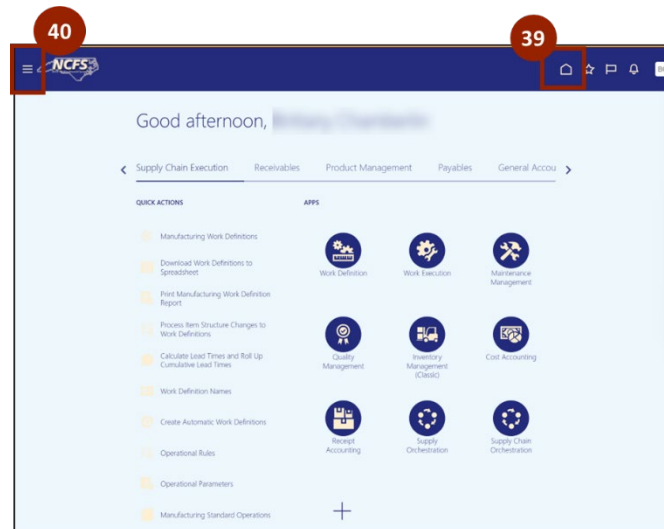
38. Click **Save and Close**.

APEX Shipment

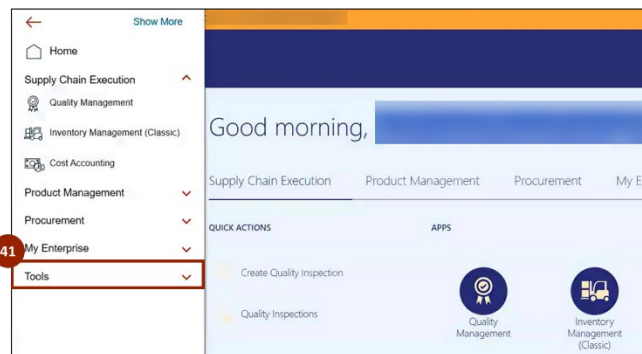
Once logged in to NCFS, follow these steps:

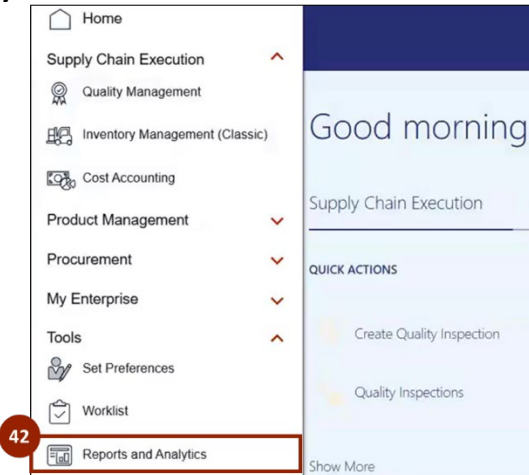
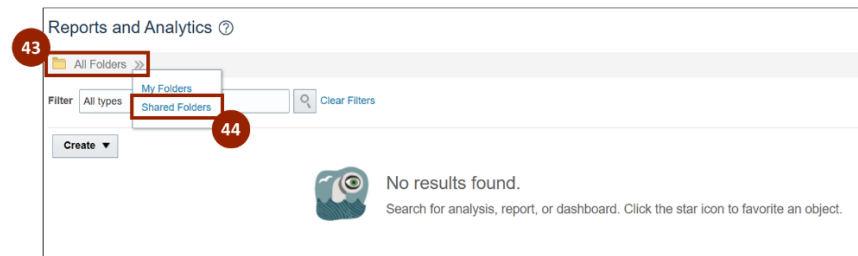
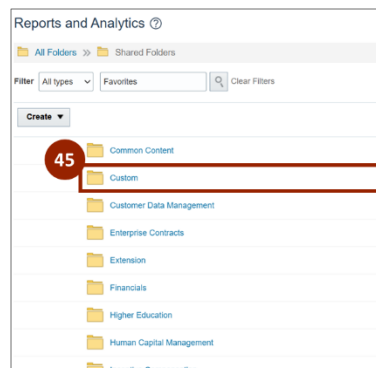
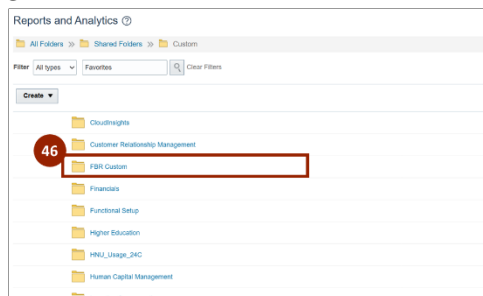
39. Begin from the **Home** page, or click the **Home** icon.

40. On the **Home** page, click the **Navigator** icon.

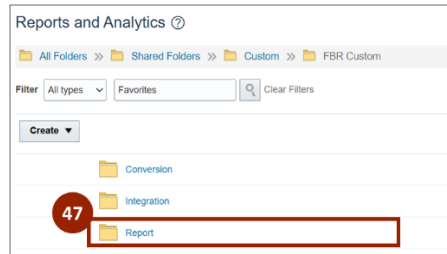


41. Within the **Menu**, click **Tools**.

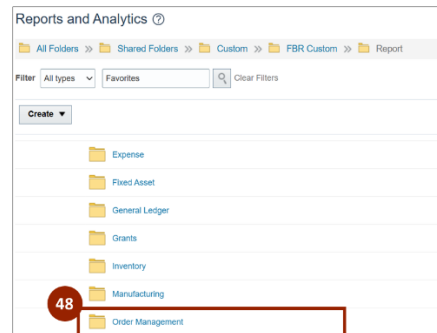


42. Select **Reports and Analytics**.43. Click the **All Folders** drop-down menu.44. Select **Shared Folders**.45. Click the **Custom** folder.46. Click the **FBR Custom** folder.

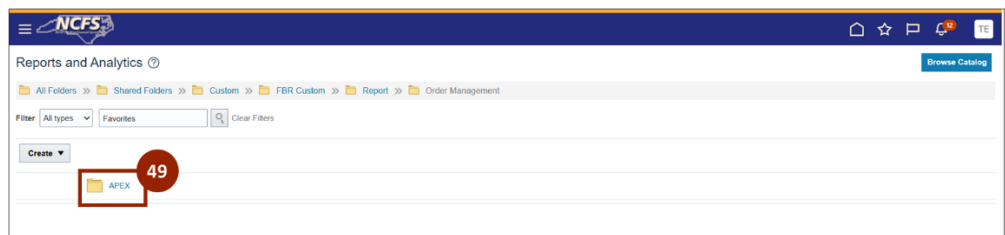
47. Click the **Report** folder.



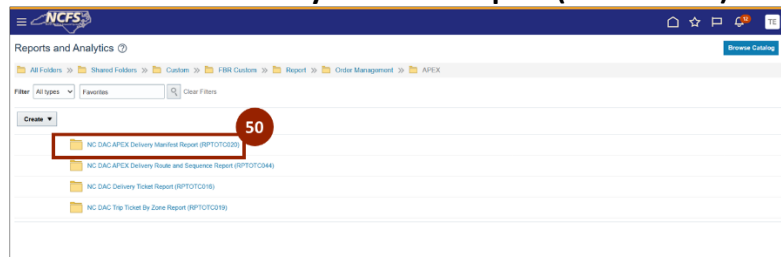
48. Click the **Order Management** folder.



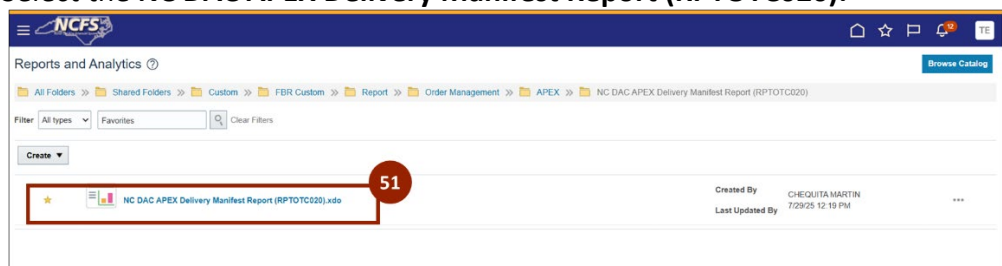
49. Select **APEX**.



50. Select the **NC DAC APEX Delivery Manifest Report (RPTOTC020)**.



51. Select the **NC DAC APEX Delivery Manifest Report (RPTOTC020)**.



52. In the **Route Number** field, enter the **route number**.

53. In the **Report** field, select **Pick List**.

54. Click **Apply**.

Note: The Pick List Report will show information about transfer orders or sales orders for that particular route (i.e., sequence numbers, addresses, etc.) in a reverse sequence. The APEX team will load the truck based on this report.

Item	Address	Order	QTY	Description
114243-1	Pickup from Warehouse	114243-1	3	CS STAINLESS STEEL CLEANERS AND POLISH 16OZ 6CS
114243-2		114243-2	2	CA DETERGENT DISHWASHER 3 GALLON CAN
114243-3		114243-3	8	CS 300000 PLASTIC LINER LARGE CLEAR SIZE 30X 18 500CS

55. Once all the orders have been confirmed, return to the **Inventory Management Home** screen, click the **Tasks** icon.

Note: For repair and Return orders, once the Plant/APEX receives the order at the plant, there is no need to perform Ship Confirm for the RMA order shipment lines. Once receiving is completed, the RMA shipment line will be automatically closed.

56. Select **Shipments** from the **Show Tasks** drop-down.

57. Select **Manage Shipments**.

58. Pick confirmed orders will be visible by the search results. In the **Shipping Method** drop-down, select **CE-Warehouse Truck**.

59. In the **Shipment Status** drop-down, select **Ready to Ship**.

60. Save this search for future references by clicking **Save**.

61. Click **Search**.

Note: The **Description** field will be manually updated with the sequence number by the APEX Warehouse team.

62. The shipments appear on the **Search Results** screen. Select the shipments that APEX is ready to deliver to the customer.

63. Click **Ship Confirm**.

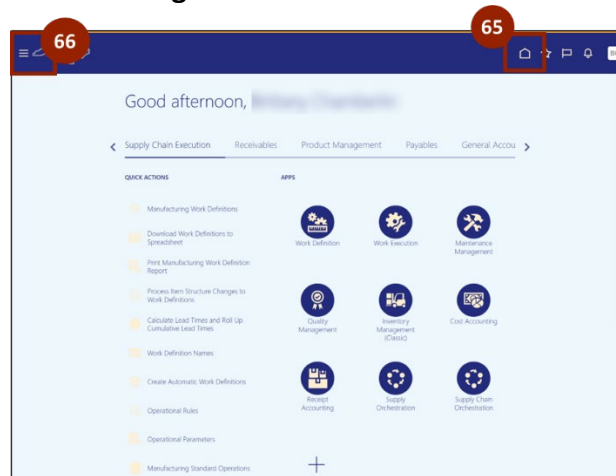
Shipment	ASN Status	Autopack Batch	COD Amount	COD Currency	COD Paid By	COD Remit To	Confirmed Date	Confirmed By	Transportation Reason	Description	Dock	Automati Pack	Enable Autoship	Man Work Vols
2147940							midday h.m.m.a			5	Route # 12	✓	✓	
2152985							midday h.m.m.a			1	Route # 4	✓	✓	
2152989							midday h.m.m.a			4	Route # 4	✓	✓	
2152970							midday h.m.m.a			5	Route # 4	✓	✓	
2153956							midday h.m.m.a				Route # 4	✓	✓	
2153957							midday h.m.m.a			2	Route # 4	✓	✓	

64. A **Confirmation** pop-up will appear, click **OK**.

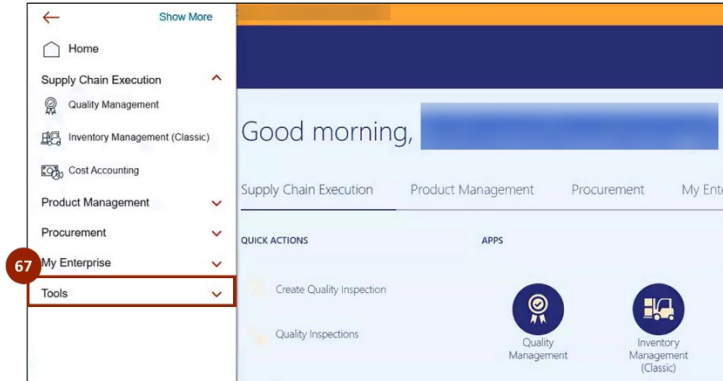


65. Begin from the **Home** page, or click the **Home** icon.

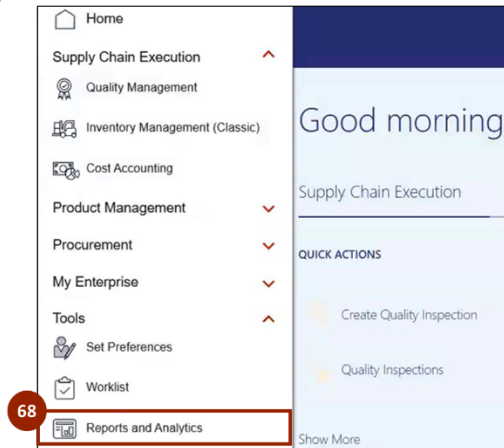
66. On the **Home** page, click the **Navigator** icon.



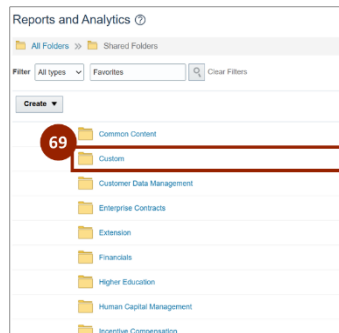
67. Within the **Menu**, click **Tools**.



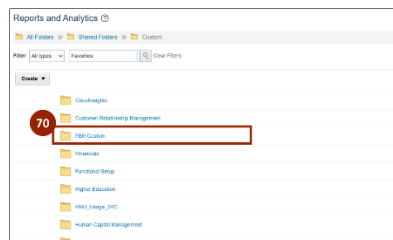
68. Select **Reports and Analytics**.



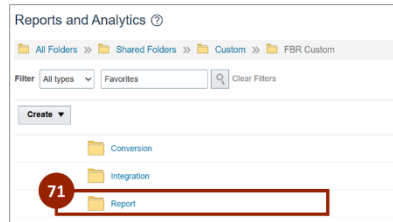
69. Click the **Custom** folder.



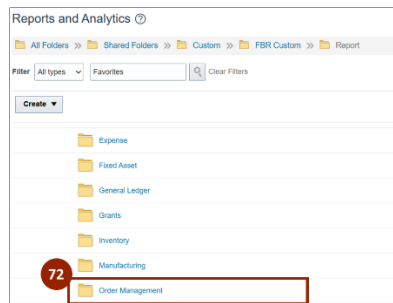
70. Click the **FBR Custom** folder.



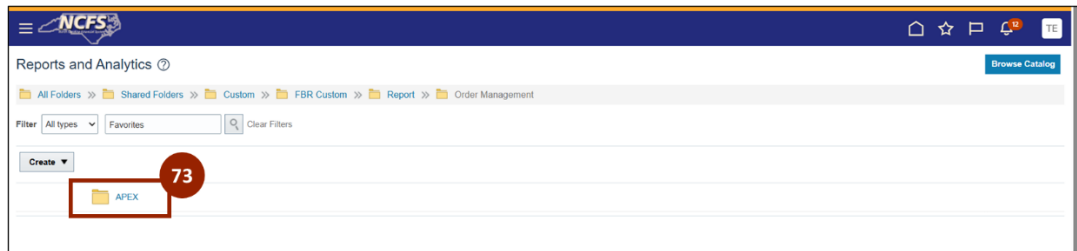
71. Click the **Report** folder.



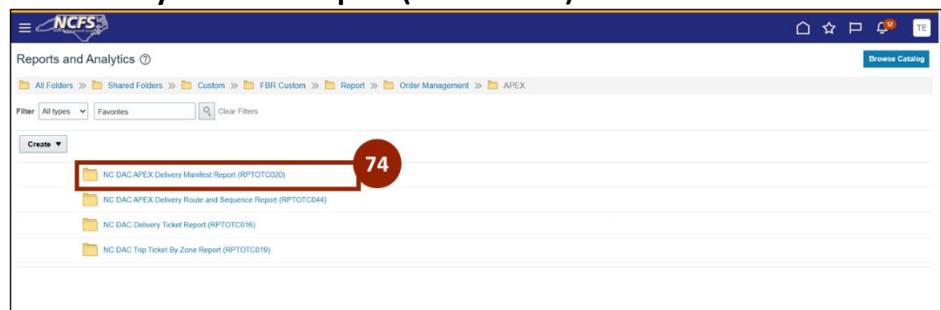
72. Click the **Order Management** folder.

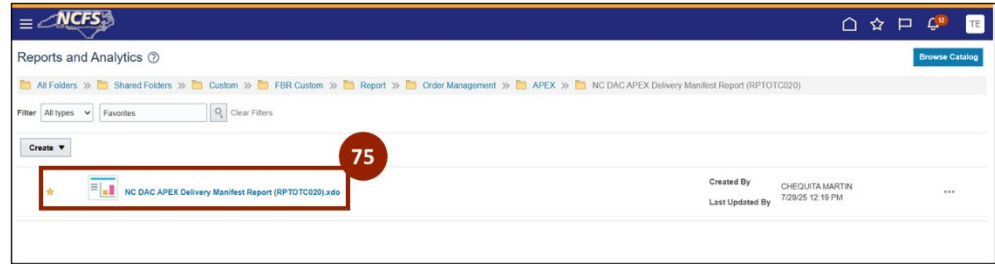


73. Select **APEX**.

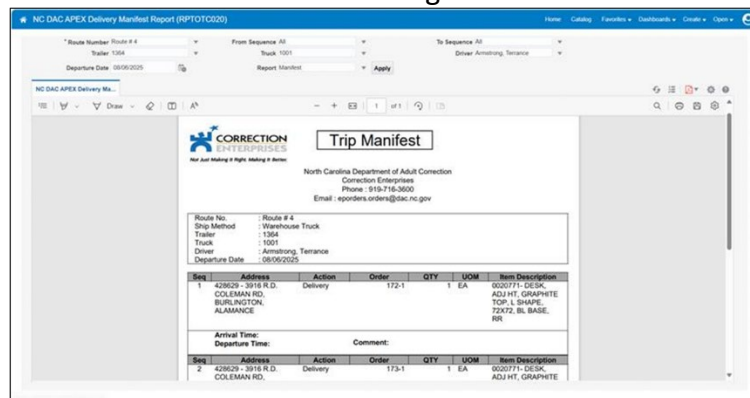
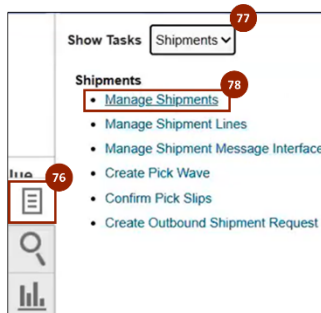
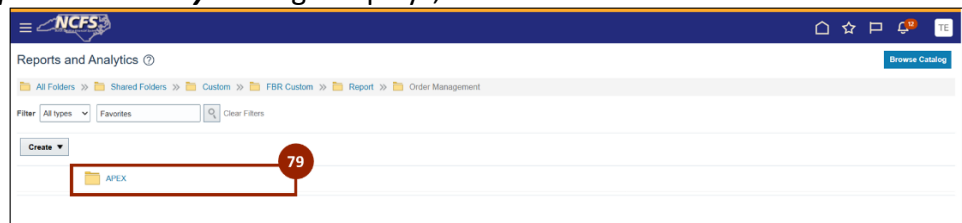


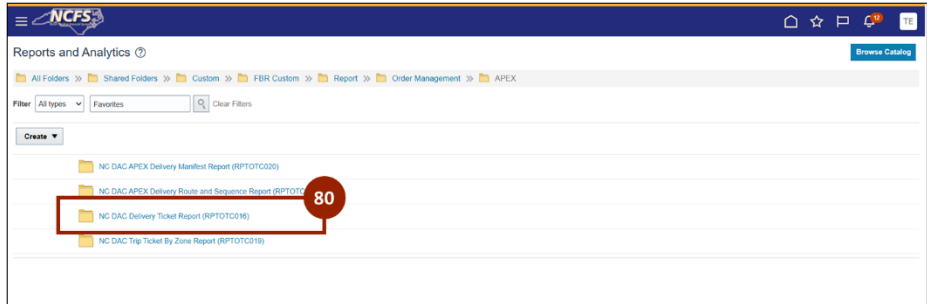
74. Select **APEX Delivery Manifest Report (RPTOTC020)**.



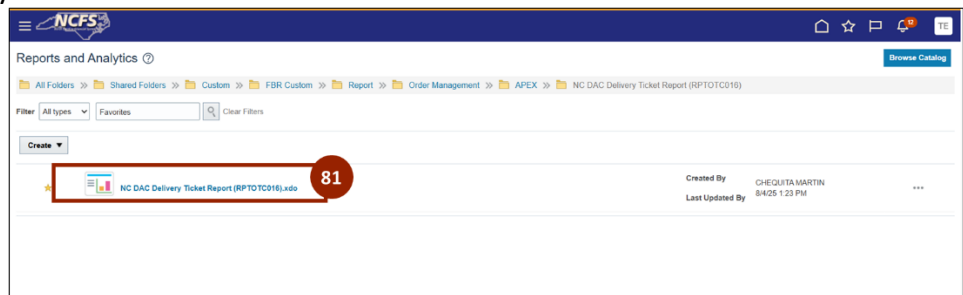
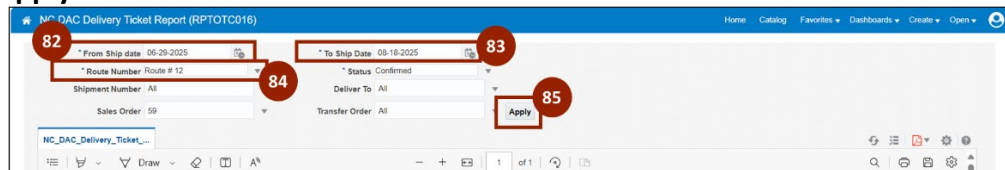
75. Select **APEX Delivery Manifest Report (RPTOTC020)**.

Note: The NC DAC APEX Delivery Manifest Report should be run with the "Manifest" parameter to generate a list of shipments in ascending order. This sequenced list will be provided to the driver to enable efficient and organized customer deliveries.

76. Once all of your orders have been confirmed, return to the **Inventory Management Home** screen. Click the **Tasks** icon.77. Select **Shipments** from the **Show Tasks** drop-down.78. Select **Manage Shipments**.79. The **Reports and Analytics** Page displays, select **APEX**.

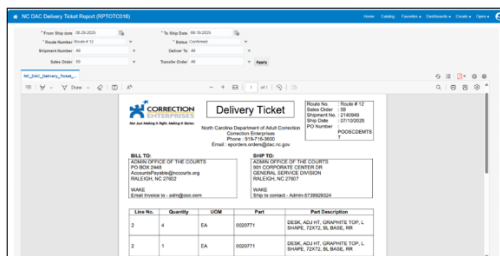
80. Select **NC DAC Delivery Ticket Report (RPTOTC016)**.81. On the **Reports and Analytics** screen, select the **NC DAC Delivery Ticket Report**

This report is generated for a specific order and provided to the truck driver for customer delivery. The driver will also use the report to obtain the customer's signature as proof of delivery.

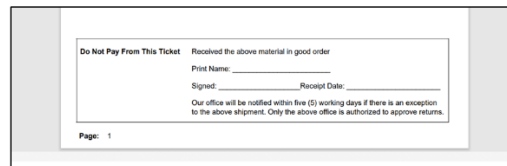
82. In the **From Ship Date** field, enter the **from ship date**.83. In the **To Ship Date** field, enter the **to ship date**.84. In the **Route Number** field, enter the **Route Number**.85. Click **Apply**.

Note: The NC DAC Delivery Ticket Report will appear.

APEX Shipment



Top of Report



Bottom of Report

Reopening a shipment

86. Select **Actions** drop-down.

87. Select **Reopen**.

Note: This is for a specific shipment line versus multiple

APEX Shipment – Closing a shipment

88. You will see the **Shipment Status** field as **Open**.

89. You will see the **Line Status** field as **Staged**.

90. Ship confirmed orders will be visible by the search results. In the **Shipping Method** drop-down, select **CE-Warehouse Truck**.

91. In the **Shipment Status** drop-down, select **Confirmed**.

92. Save this search for future reference by clicking **Save**.

93. Click **Search**.

94. The shipments appear on the **Search Results** section of the **Manage Shipments** page.

95. Shipment status should say **Confirmed**.

Manage Shipments

Advanced Search

Search Results

Actions View Record Shipping Costs Ship Confirm Review Document Job Set

Summary Carrier Shipping Cost Other

Shipment	Ship-from Organization	Customer	Logistics Service Provider Customer	Ship-to Location	Supplier	Shipment Status
2152969	428136R	DOT EDGEcombe MAINT DIV 4		428029 - 3916 R.D. COLEMAN RD,BURLINGTON,NC,27215,ALAMANCE,US		Confirmed
2152970	428136R	CITY OF ROANOKE RAPIDS		428029 - 3916 R.D. COLEMAN RD,BURLINGTON,NC,27215,ALAMANCE,US		Confirmed

96. Select the **Actions** drop-down.

97. Select **Close**.

Note: This is for a specific shipment line versus multiple.

Edit Shipment: 2152969

Shipment 2152969

Shipping Method CE--Warehouse Truck

Waybill

Initial Ship Date 10/21/25 2:29 AM

Gross Weight

Weight UOM milligram

Volume

Volume UOM milliliter

Shipment Status Confirmed

Exceptions in Shipment 0

Ship-from Organization 428136R

Customer DOT EDGEcombe MAINT DIV 4

Ship-to Location 428029 - 3916 R.D. COLEMAN RD,BURLINGTON,NC,27215,ALAMANCE,US

Total Shipping Cost Recorded 15.00 USD

Number of Items 1

Number of Outer Packing Units 0

Actions View Record Shipping Costs Record Serial Numbers Lines All

Summary Carrier Inventory Details Source Reference Other

Actions

- Review Shipping Exceptions
- Close
- Pick Release
- Pack Automatically
- Send Outbound Message
- Backorder All
- Submit All for Cycle Count
- Reset Weight or Volume
- Generate Loading Sequence
- Change Ship Confirm Options
- Check for Trade Compliance
- Review Document Job Set

98. The **Close Shipment** notification appears, select **OK**.

Close Shipment

☐ Defer sending inventory updates to integrated applications

* Actual Ship Date 8/6/25 5:39 PM

OK Cancel

Wrap-Up

NCFS users can reference the **Shipment** processes using the steps above.

Additional Resources

Virtual Instructor Led Training (vILT)

- MFG109: Manage Inventory 2