INV-14 Create a Pick Wave

Purpose

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

Introduction and Overview

This QRG covers explanation on how to create pick wave in NCFS.

Create Pick Wave

To create a pick wave in NCFS, please follow the steps below. There are 11 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

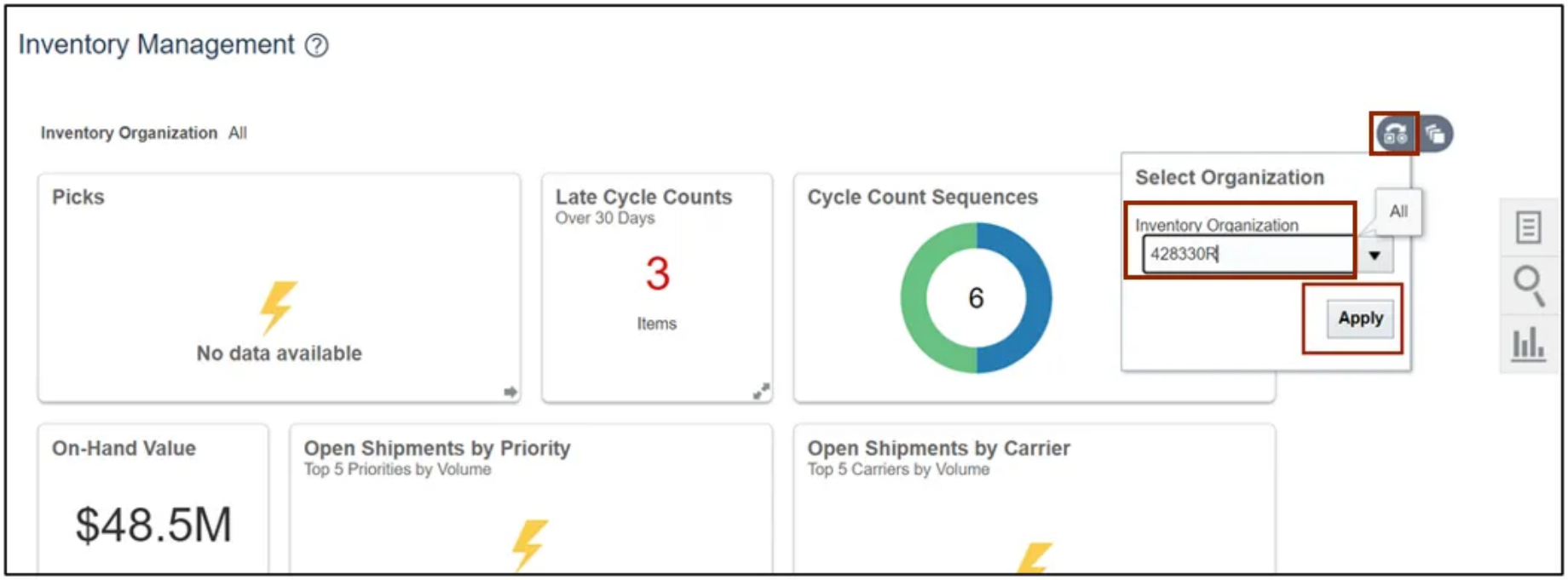
Step 2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Image



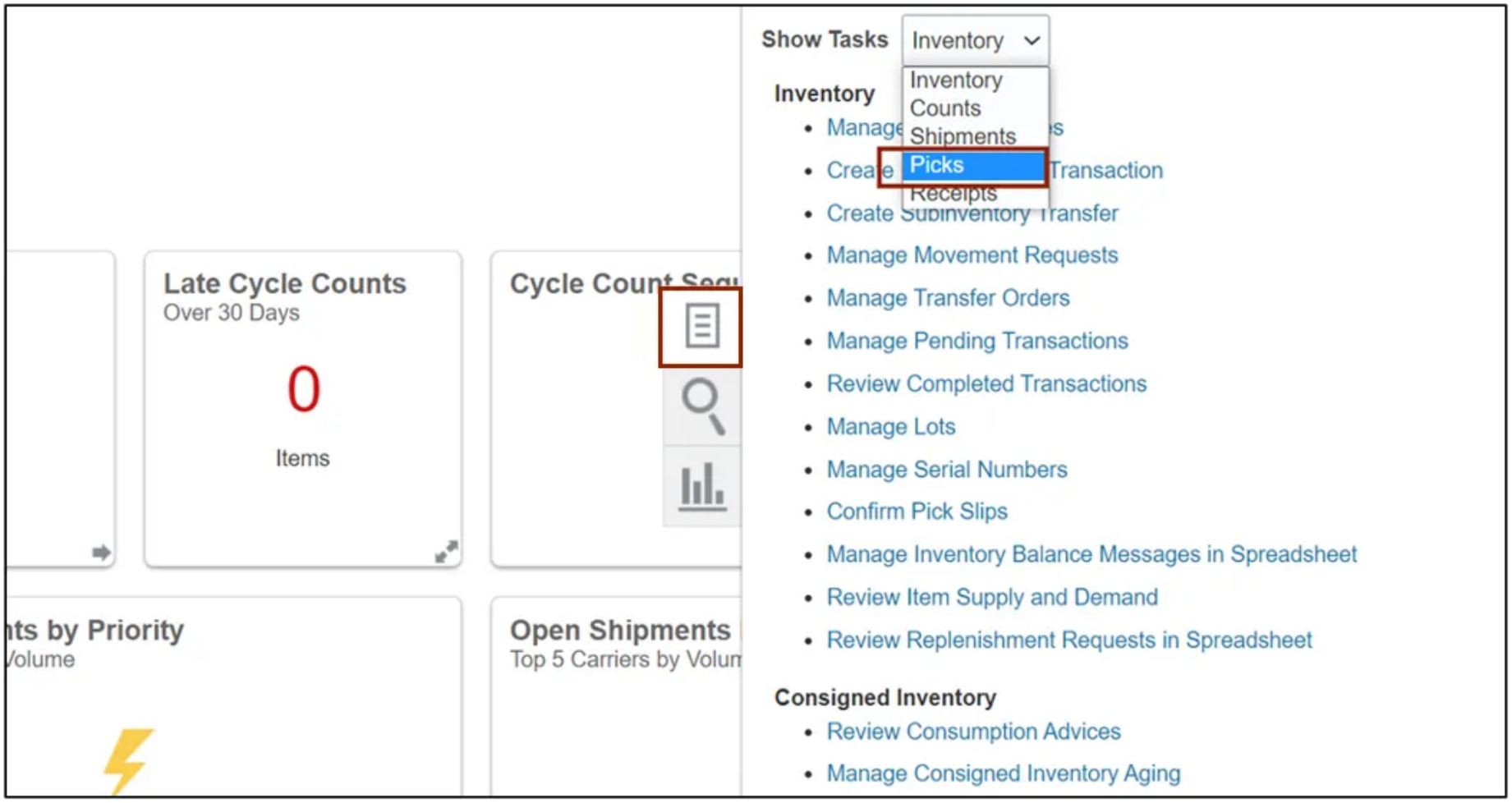
Step 3. On the **Inventory Management** page, click the **View by** icon and enter the **Organization ID**. Click the **Apply** button.

Image



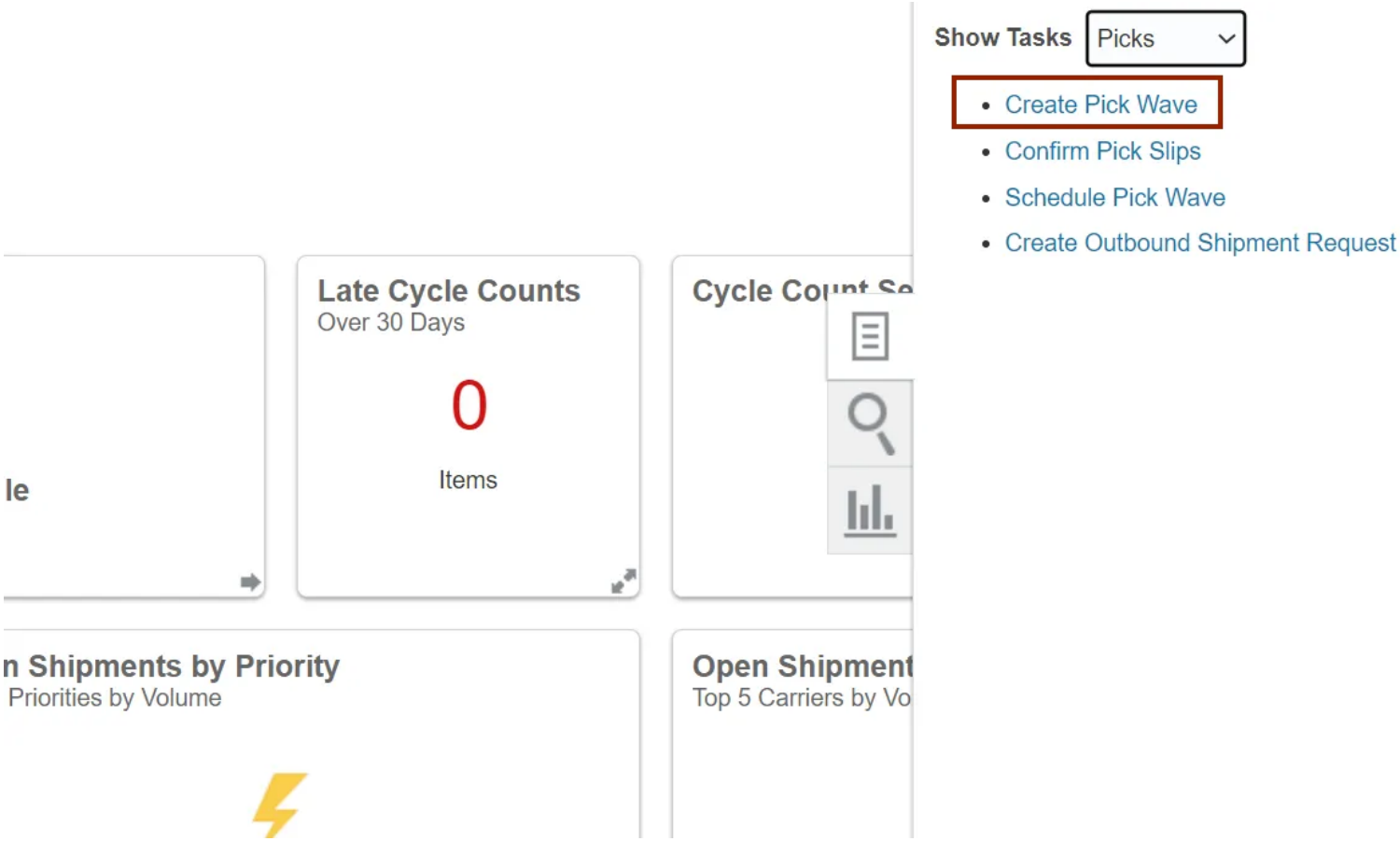
Step 4. Click the **Tasks** icon and select **Picks** from the *Show Tasks* drop-down choice list.

Image



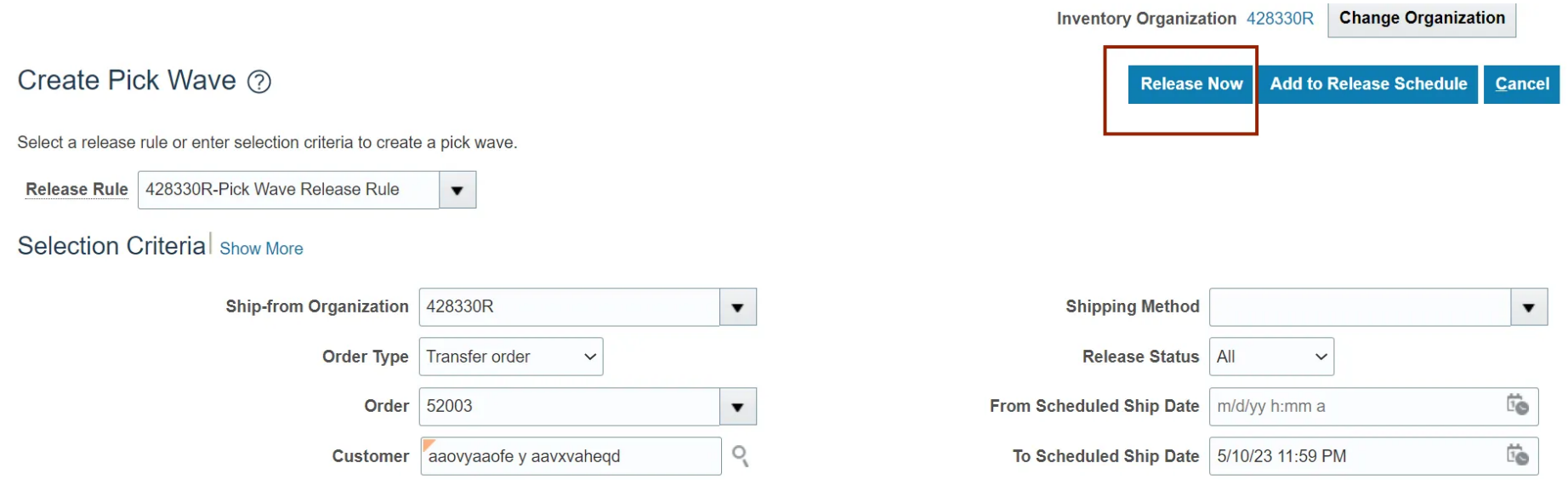
Step 5. Click **Create Pick Wave**.

Image



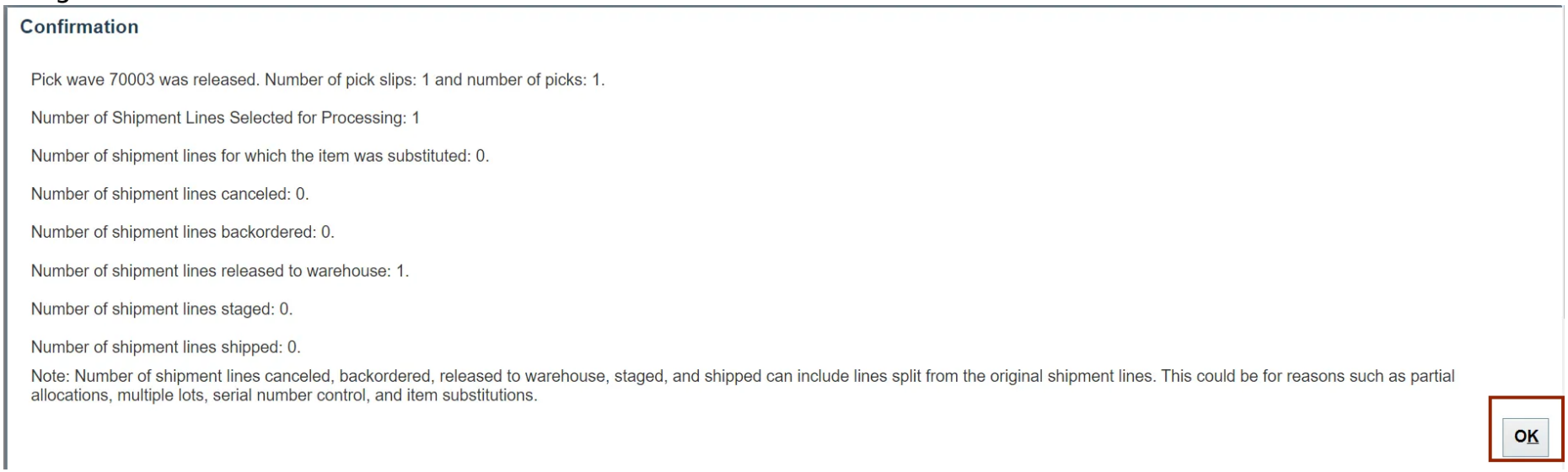
Step 6. In the **Selection Criteria** section, enter the required information and click the **Release Now** button.

Image



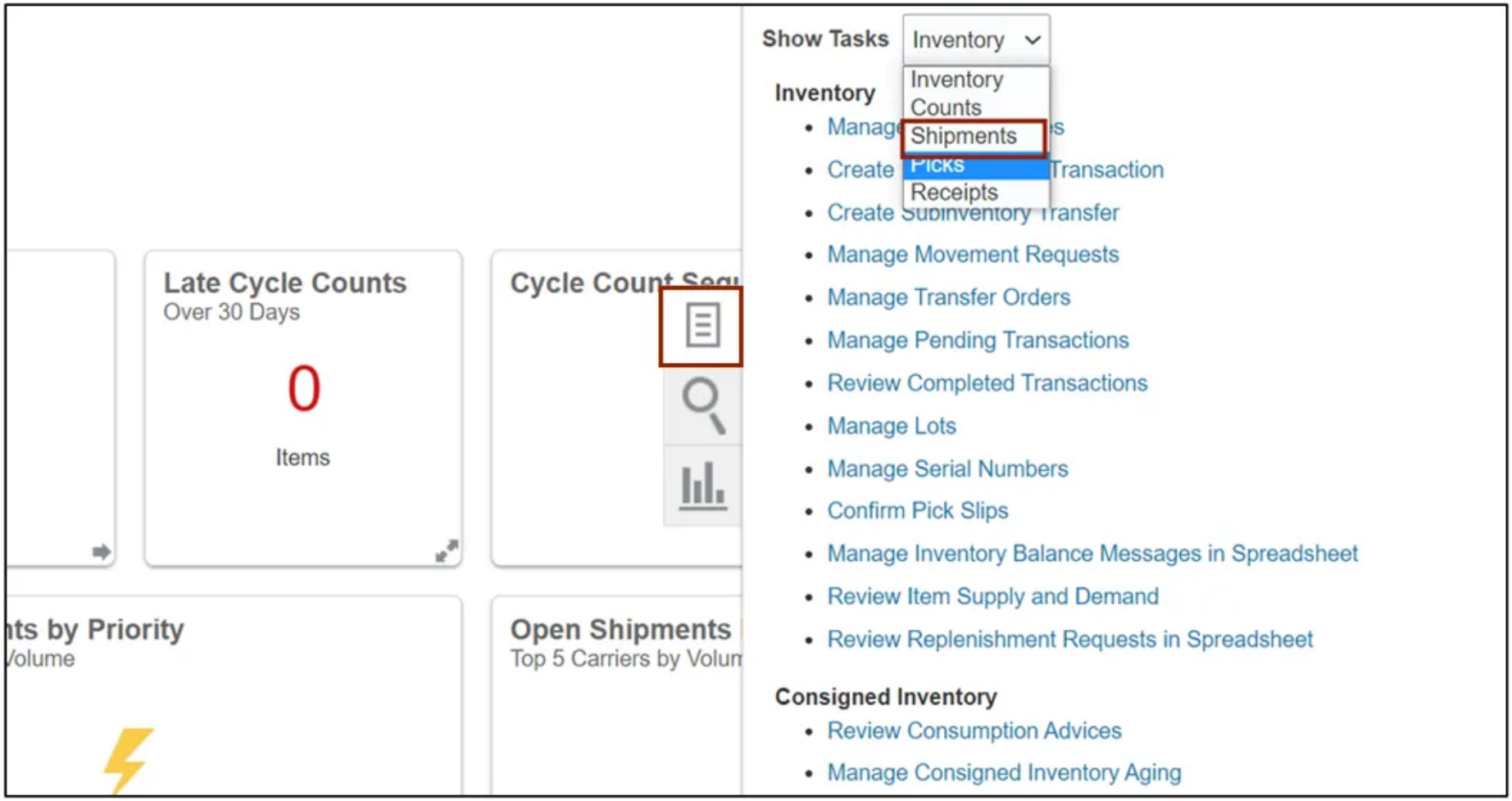
Step 7. A *Confirmation* pop-up appears. Click the **OK** button.

Image



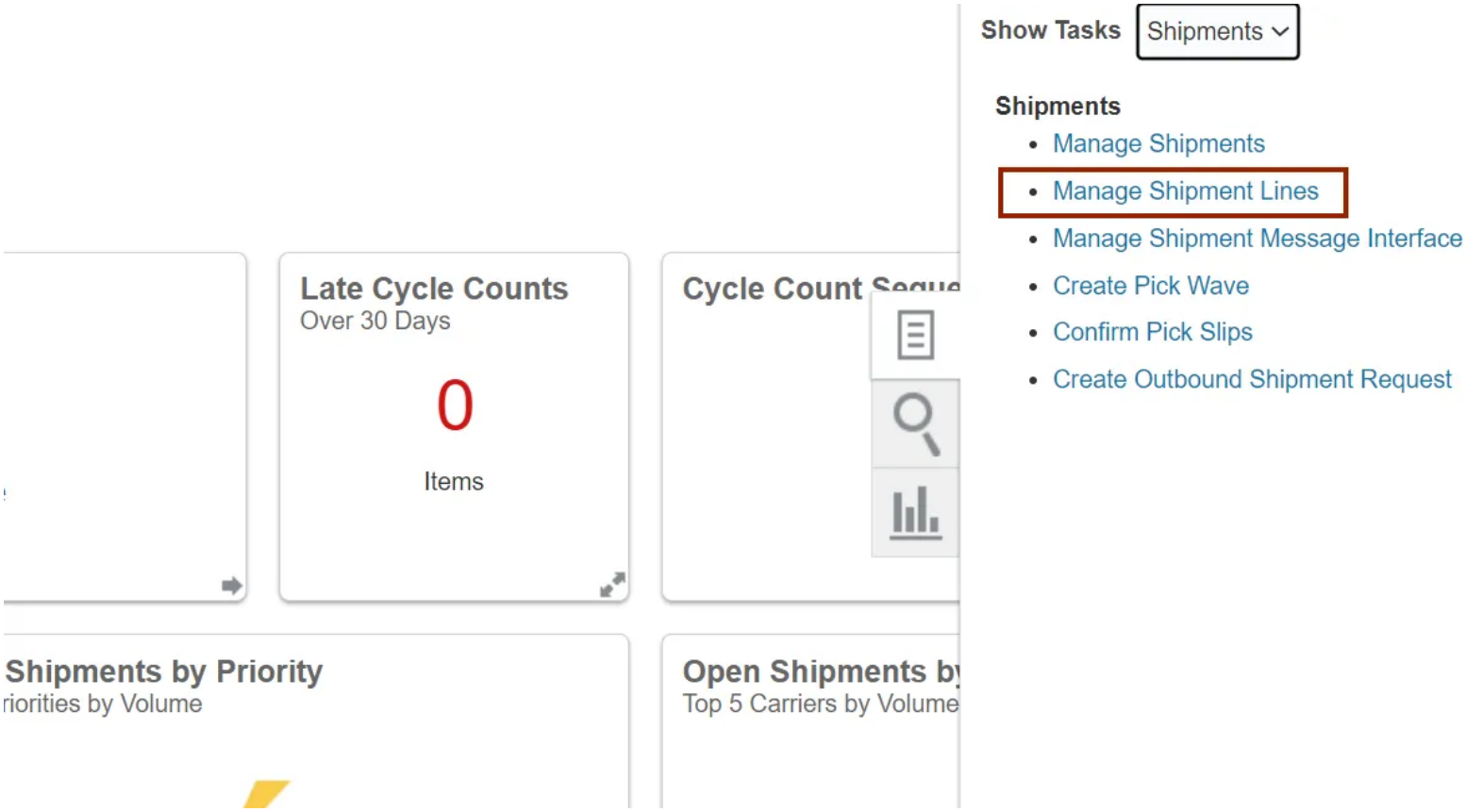
Step 8. To verify the pick wave was released, on the **Inventory Management Page**, click the **Tasks** icon and select **Shipments** from the *Show Tasks* drop-down choice list.

Image



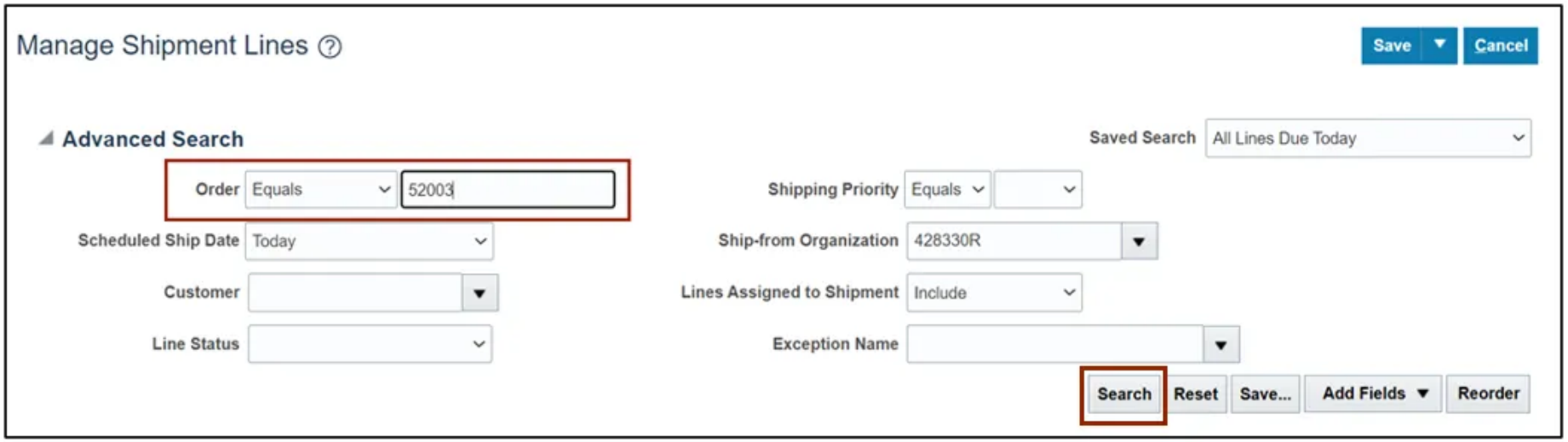
Step 9. Click **Manage Shipment Lines**.

Image



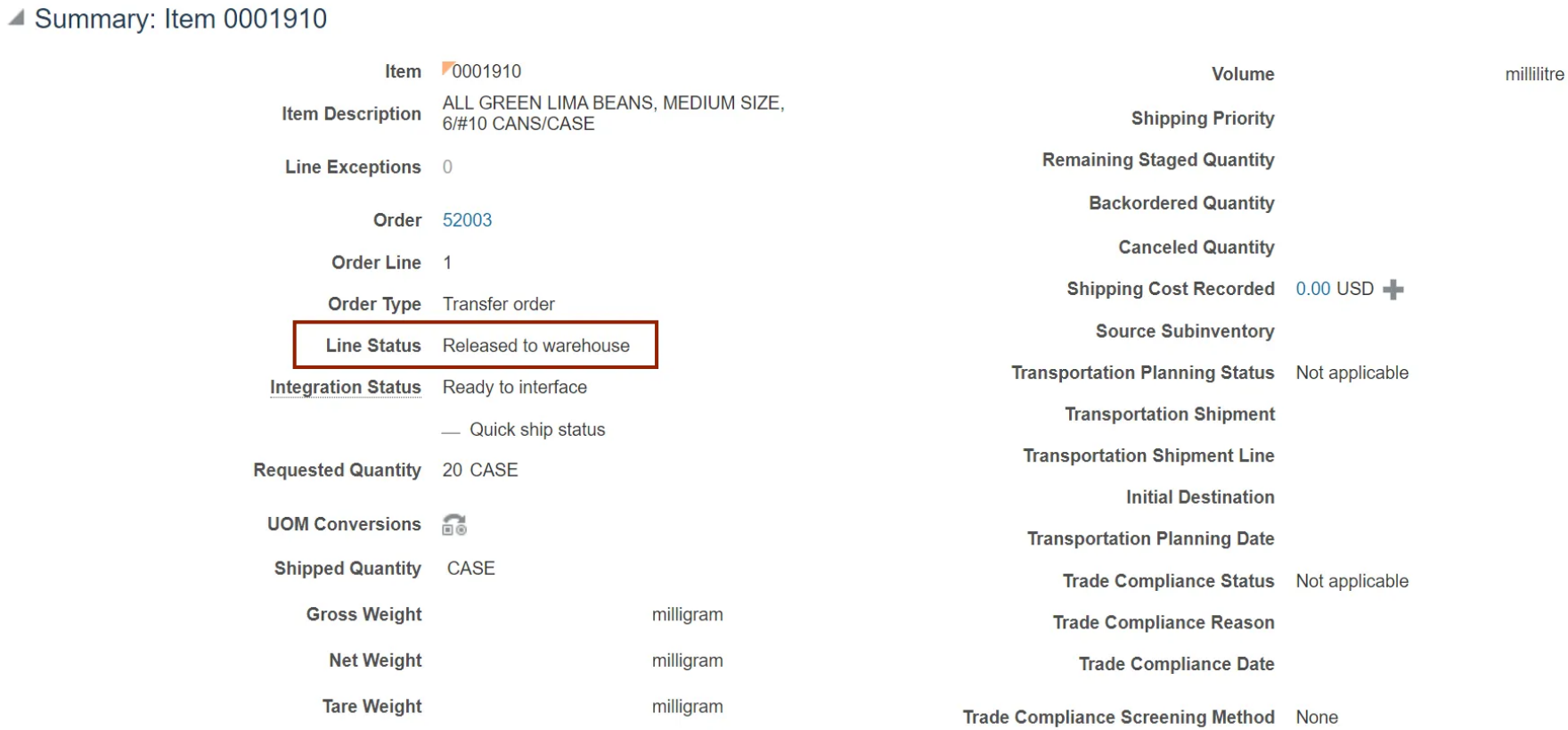
Step 10. Enter the **Order Number** and click the **Search** button.

Image



Step 11. Verify that the **Line Status** is **Release to Warehouse**.

Image



Wrap-Up

Create a pick wave using the steps above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV 101: Warehouse Management
- Web-based Training (WBT)

- INV 103: Warehouse Staff
- INV 110: Warehouse Approver

First Published

Wed, 07/26/2023

Last Updated

Fri, 09/05/2025

Printable PDF