INV-18 Confirm Pick Slip

Purpose

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

Introduction and Overview

This QRG covers the procedure of confirmation pick slip in NCFS, which will enable you to confirm pick slip which generates the list of items that are due to picked and shipped for Inventory transfer order.

User Tip

The following are prerequisites to confirm pick slip:

1. Transfer Order is released to Warehouse.

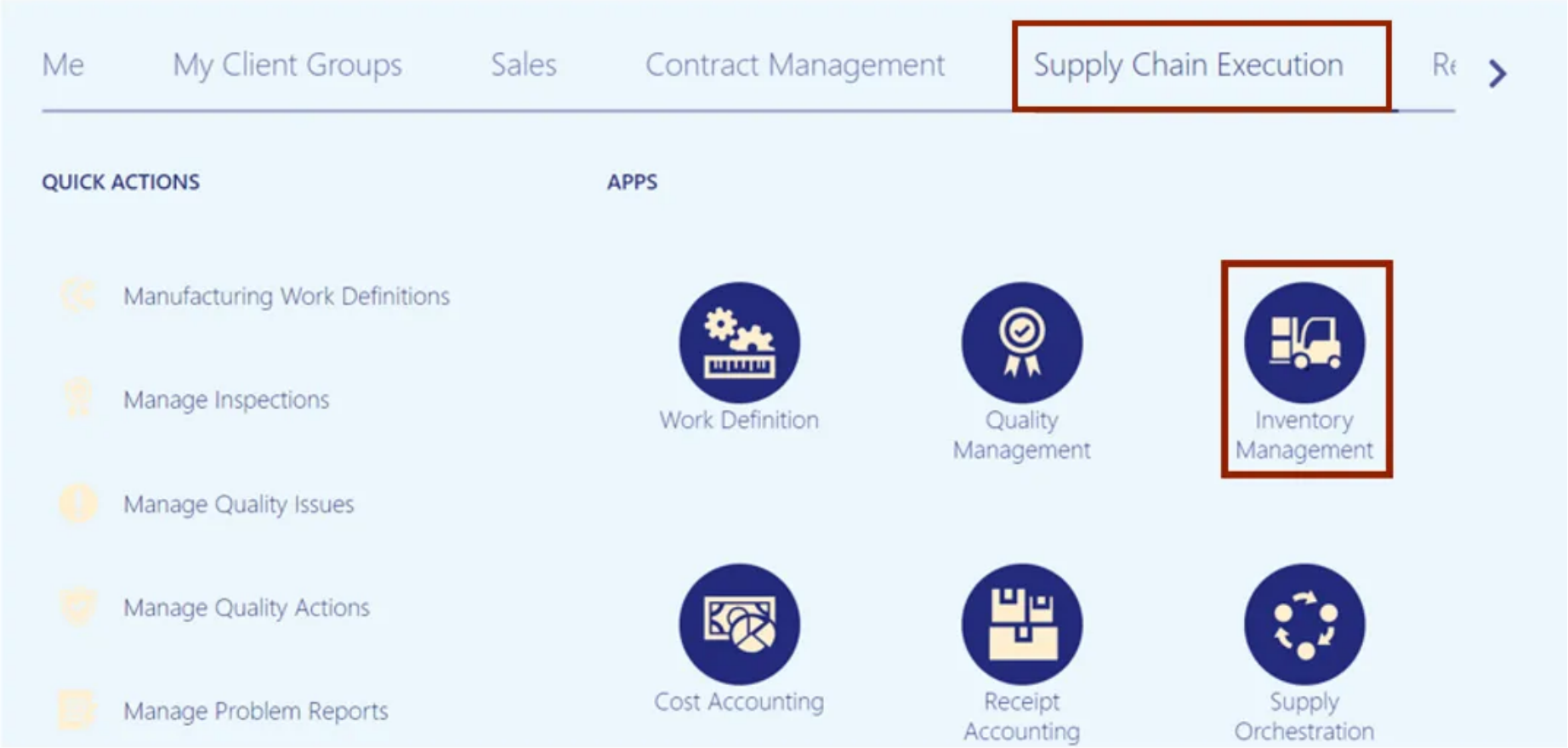
Confirm Pick Slip

To confirm pick slip 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.

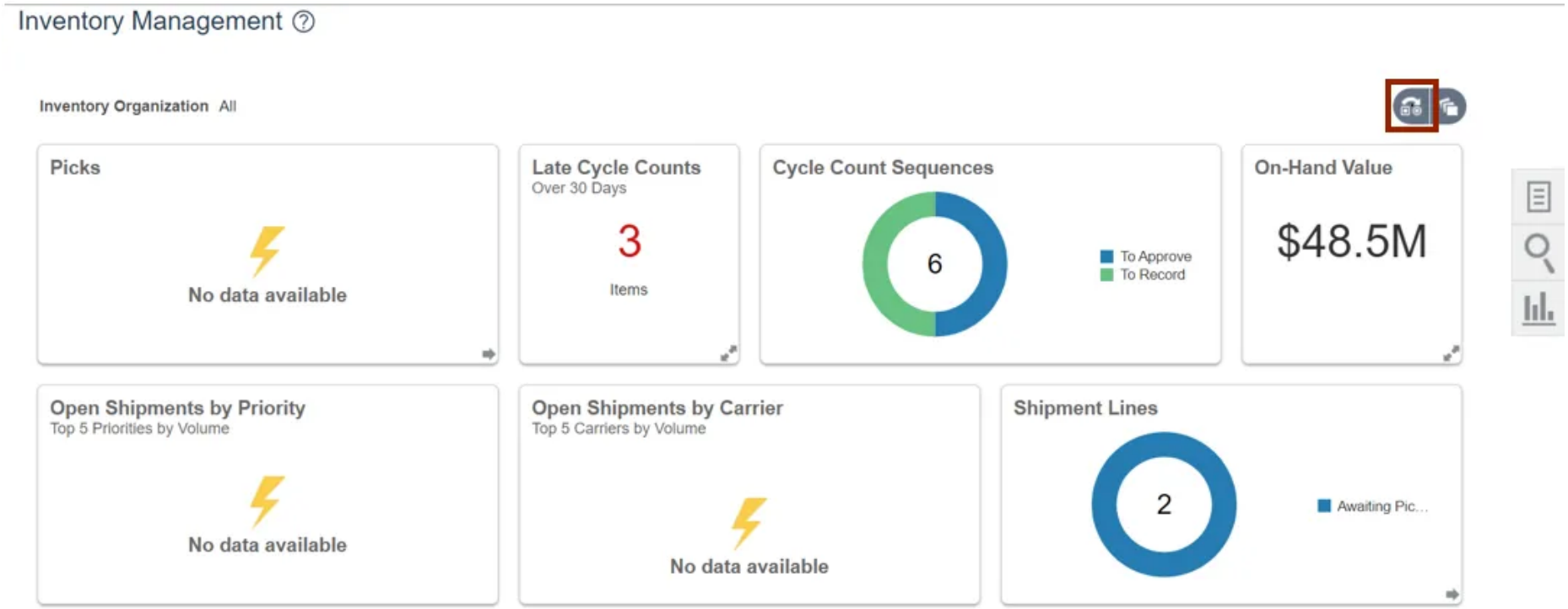
Step 2. On the **Home** page, click the **Supply Chain Execution** tab and click the **Inventory Management** app.

Image



Step 3. On the **Inventory Management** dashboard, click the **View by** icon button.

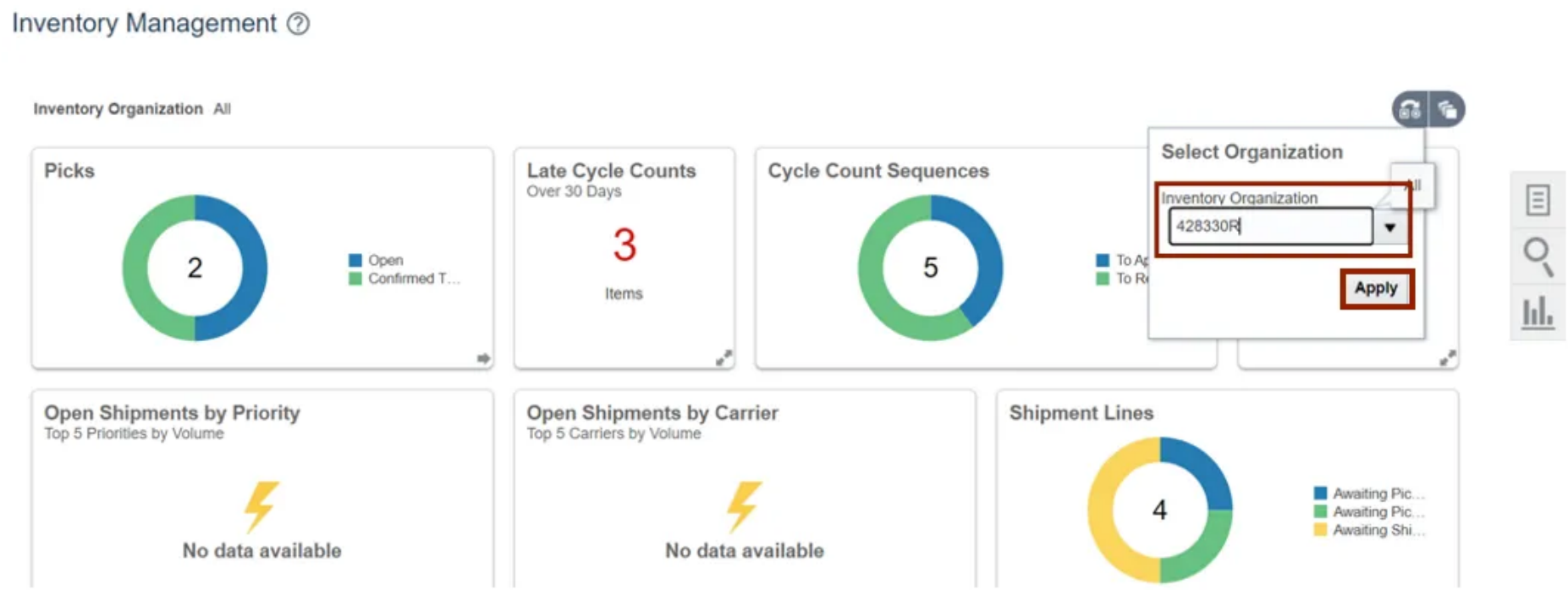
Image



Step 4. Select the **Inventory Organization** from the drop-down choice list.

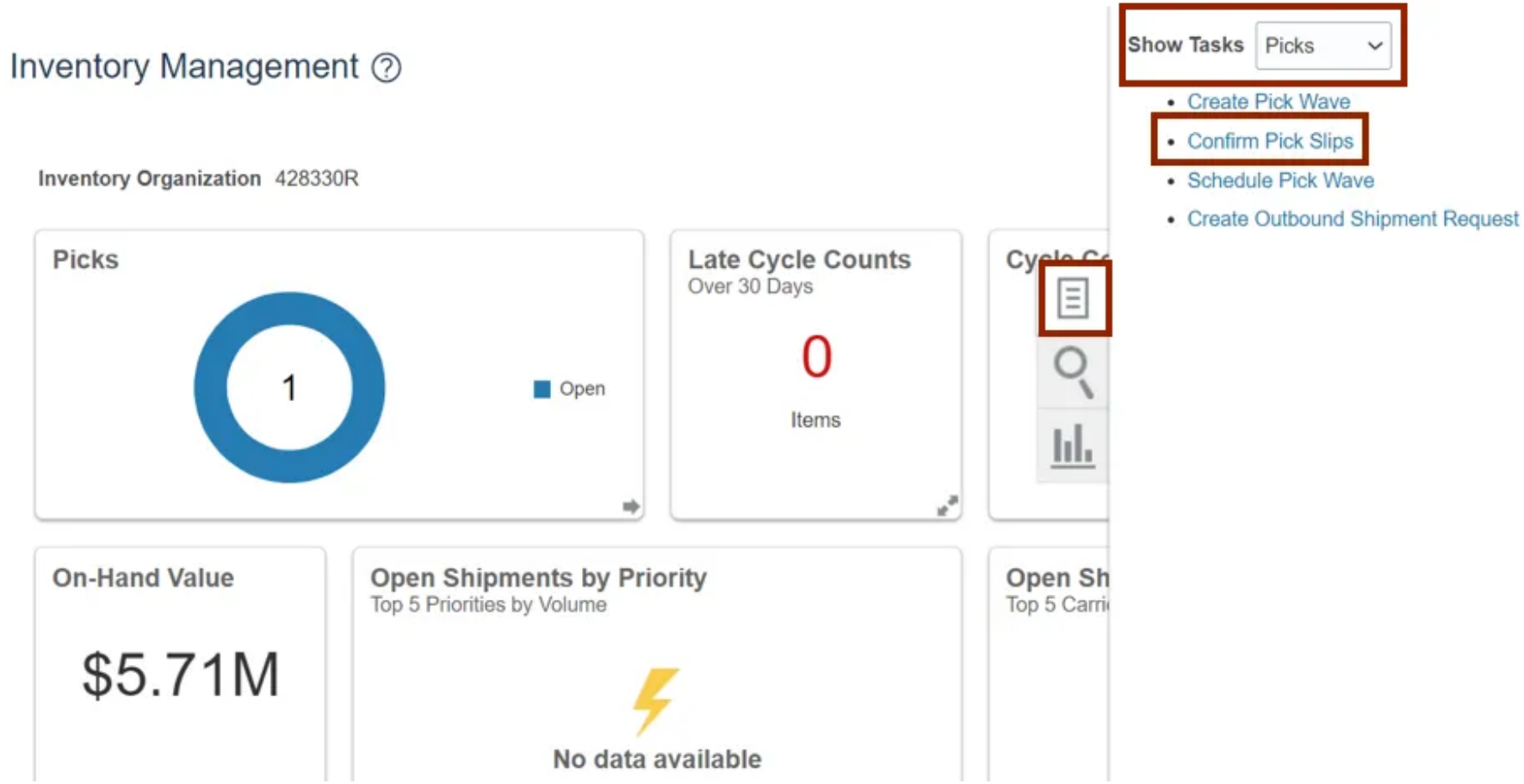
In this example, we choose **428330R**. Click the **Apply** button.

Image



Step 5. Click the **Tasks** icon. Click *Show Tasks* drop-down choice list, select the **Picks** option and click **Confirm Pick Slips**.

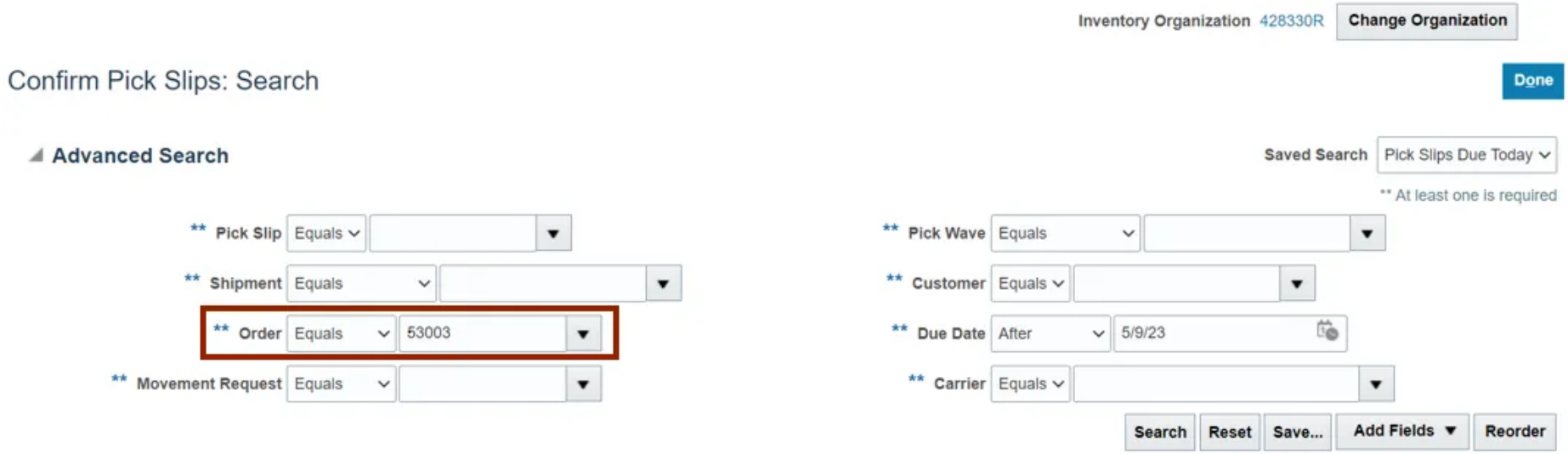
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Step 6. The **Confirm Pick Slips: Search** page opens. In the **Advanced Search** section, select the **Order Number** in the **Order** field.

In this example, we choose **53003**.

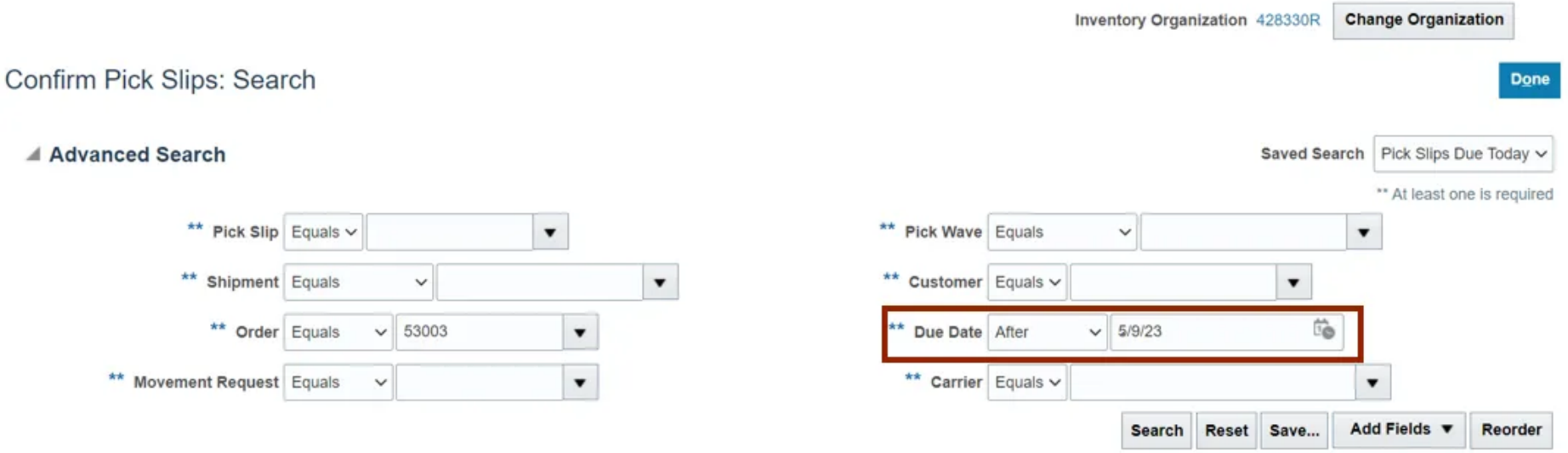
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Step 7. You can search for additional parameters.

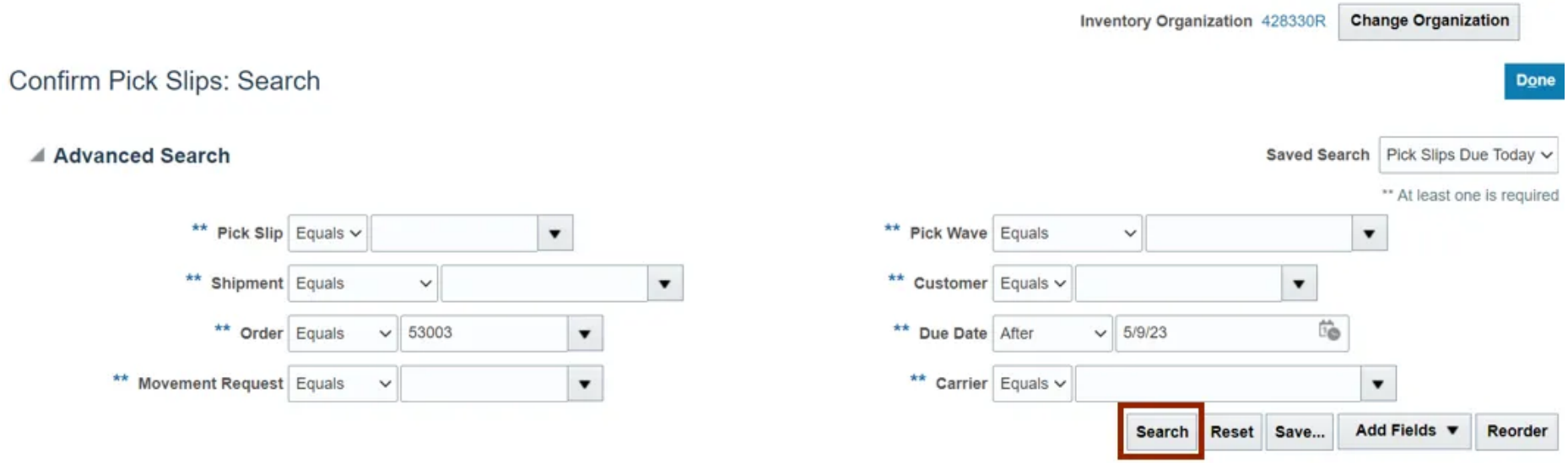
In this example, we searched on the **Due Date** field for Pick Slips after 5/9/23.

Image



Step 8. Click the **Search** button.

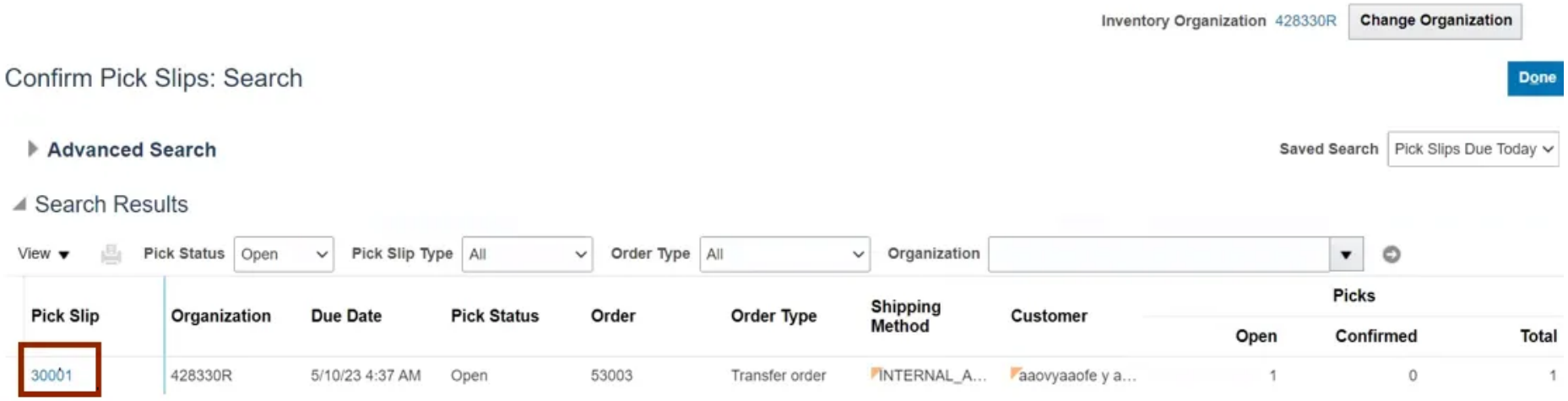
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Step 9. On the **Search Results** section, click the **Pick Slip** number link.

In this example, we choose **30001**.

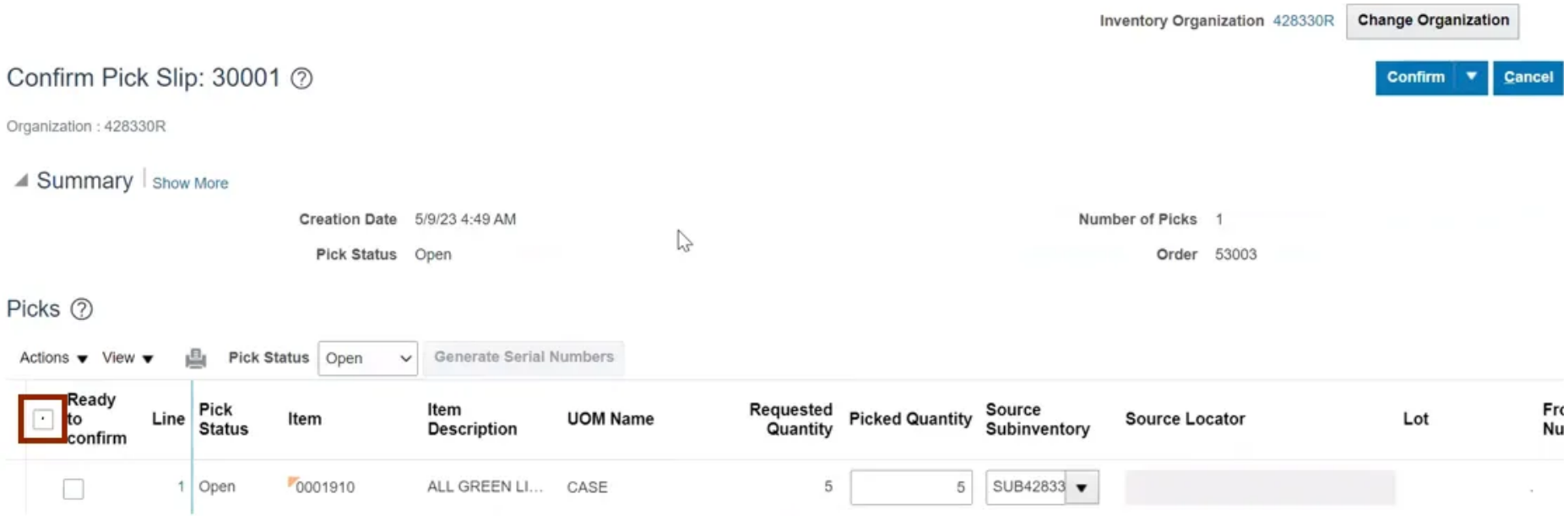
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Step 10. The **Confirm Pick Slip: 30001** page opens. In the **Picks** section, select the **Ready to Confirm** checkbox.

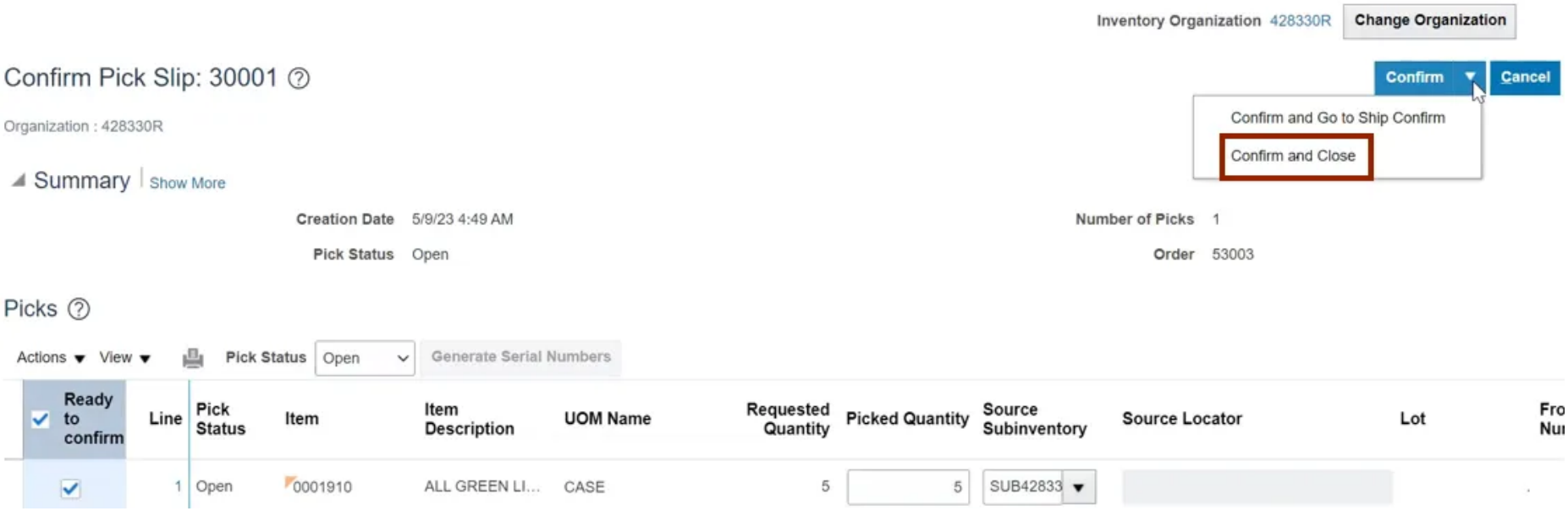
Note: The Picked Quantity gets defaulted, the picked quantity can be updated if required.

Image



Step 11. Click the *Confirm* drop-down choice list, then select **Confirm and Close**. This will redirect you to the **Confirm Pick Slip: Search** page.

Image



Wrap-Up

Confirm pick slip using the steps above to confirm pick slip of a transfer order which generates the list of items that are due to be picked and shipped for Inventory Transfer Order.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV106: Warehouse Transactions

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