MFG-35 Review and Validate Ship Only

Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step guide of how to review and validate ship only orders in the North Carolina Financial System **(NCFS)**.

Introduction and Overview

This QRG covers the process for reviewing and validating ship only orders in NCFS, which are used for non-billable shipments with a $0 invoice.

Review and Validate Ship Only

There are 6 steps to complete this process.

Step 1. Click the **Company Single Sign-On (SSO)** button.

Step 2. Enter your **@dac.nc.gov** email address.

Step 3. Click **Next**, then enter **password**.

Step 4. On the **Home** page, select the **Order Management** tab.

Step 5. Click **Order Management App**.

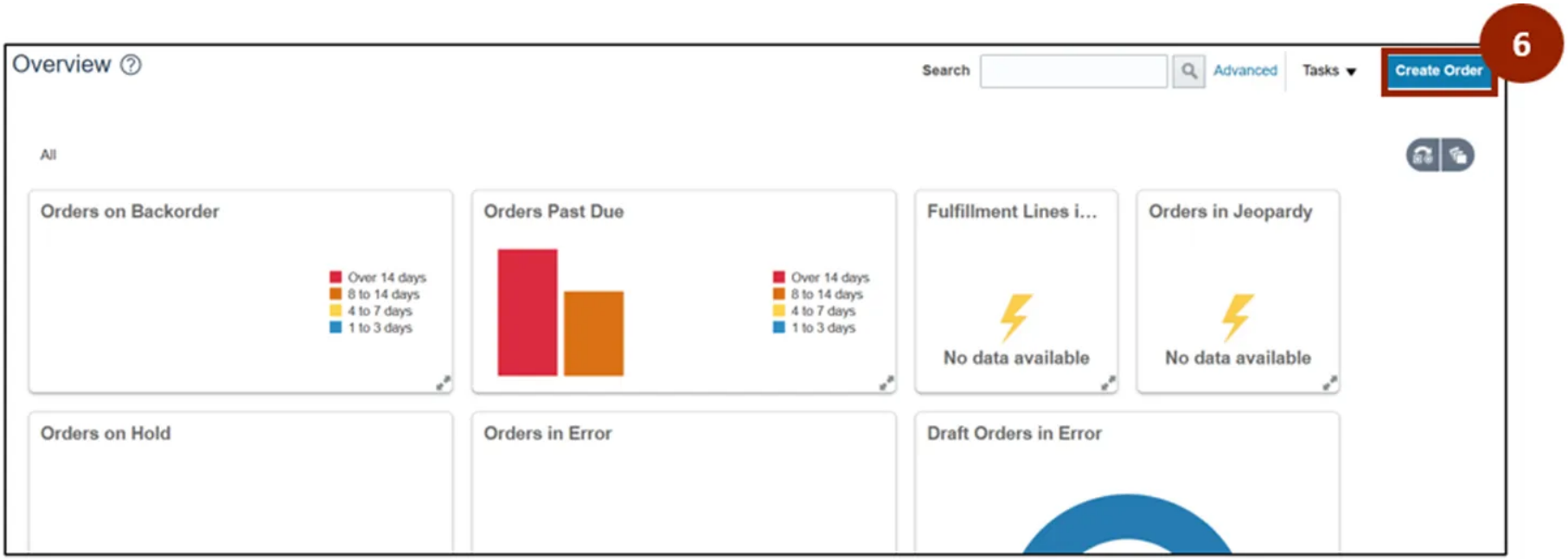
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Note: The **Order Management Overview** screen displays information visually, providing data for DAC. As orders are created and progress, the diagrams and values will populate on this screen. If it is a new instance, this screen displays with minimal information.

Step 6. Click the **Create Order** button.

Image

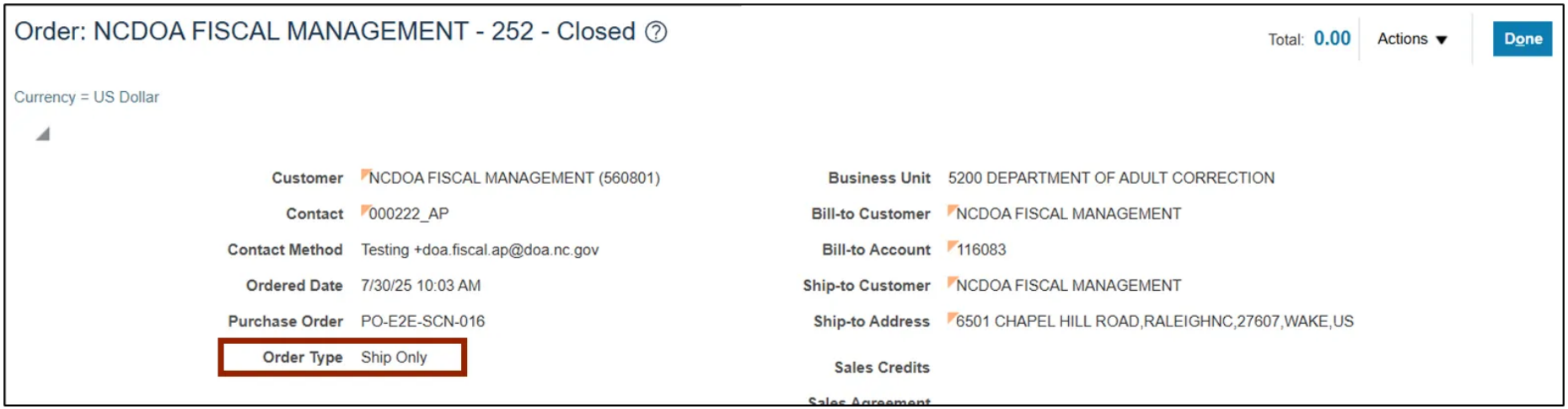


Note: To create a ship only order, follow the steps outlined in the MFG-28 Entering Manual Orders QRG. Be sure to set the **Order Type** field to **Ship Only**. Once the ship only order has been created, continue with the steps below to review and validate the ship only order details.

Once you are on the **Create Order** screen, the process for creating a ship only order follows the same consistent approach used for other order types. The screen layout, header fields, and tabs remain the same. The Primary distinction is the selection made in the **Order Type** field.

For this example, the **Order Type** field must be set to **Ship Only**.

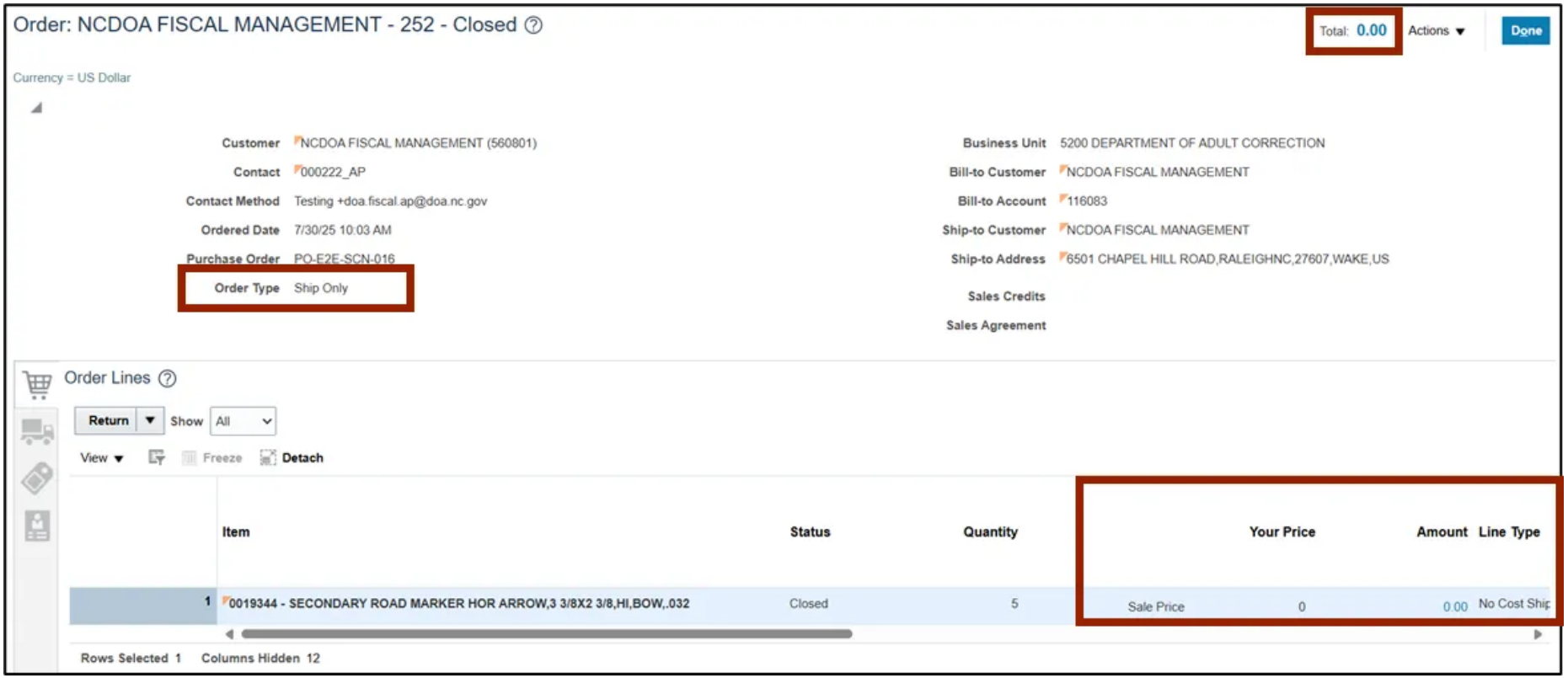
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Note: Item prices on the **"Ship Only"** order type will be automatically adjusted to $0.00. **“Ship Only”** order type follows standard scheduling, reservation, and shipping steps.

If out stock item is used for the **“Ship Only”** order type, NCFS reservation error will be displayed. It will not follow manufacturing process.

Image



Wrap-Up

NCFS users can review and validate ship only orders by following the steps outlined above.

Additional Resources

- Instructor Led Training (ILT)
  - MFG114 – Manages Sales Order 2

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