MFG-15 Pick Confirm Inventory

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. There are 14 steps to complete this process.

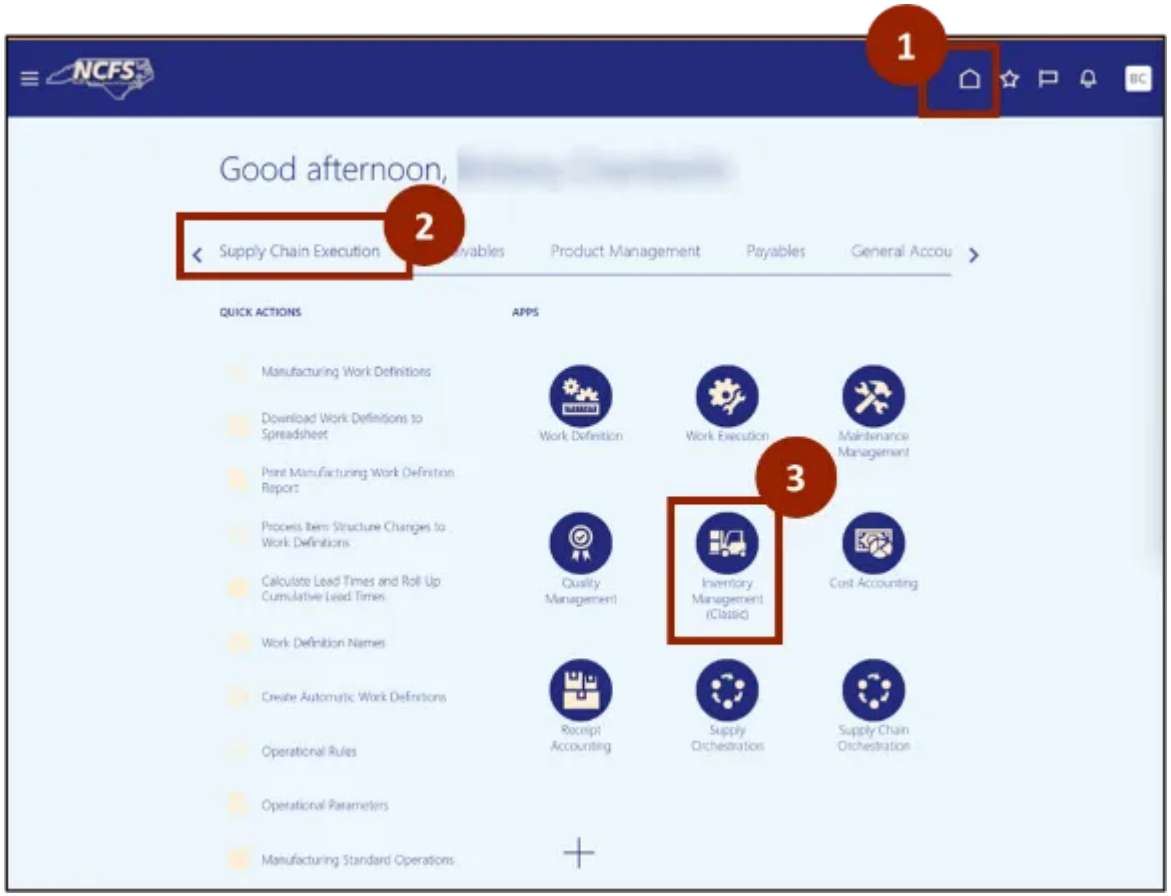
Step 1. Begin from the Home page, or click the **Home** icon.

Step 2. On the Home page, select **Supply Chain Execution**.

Step 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.

Image

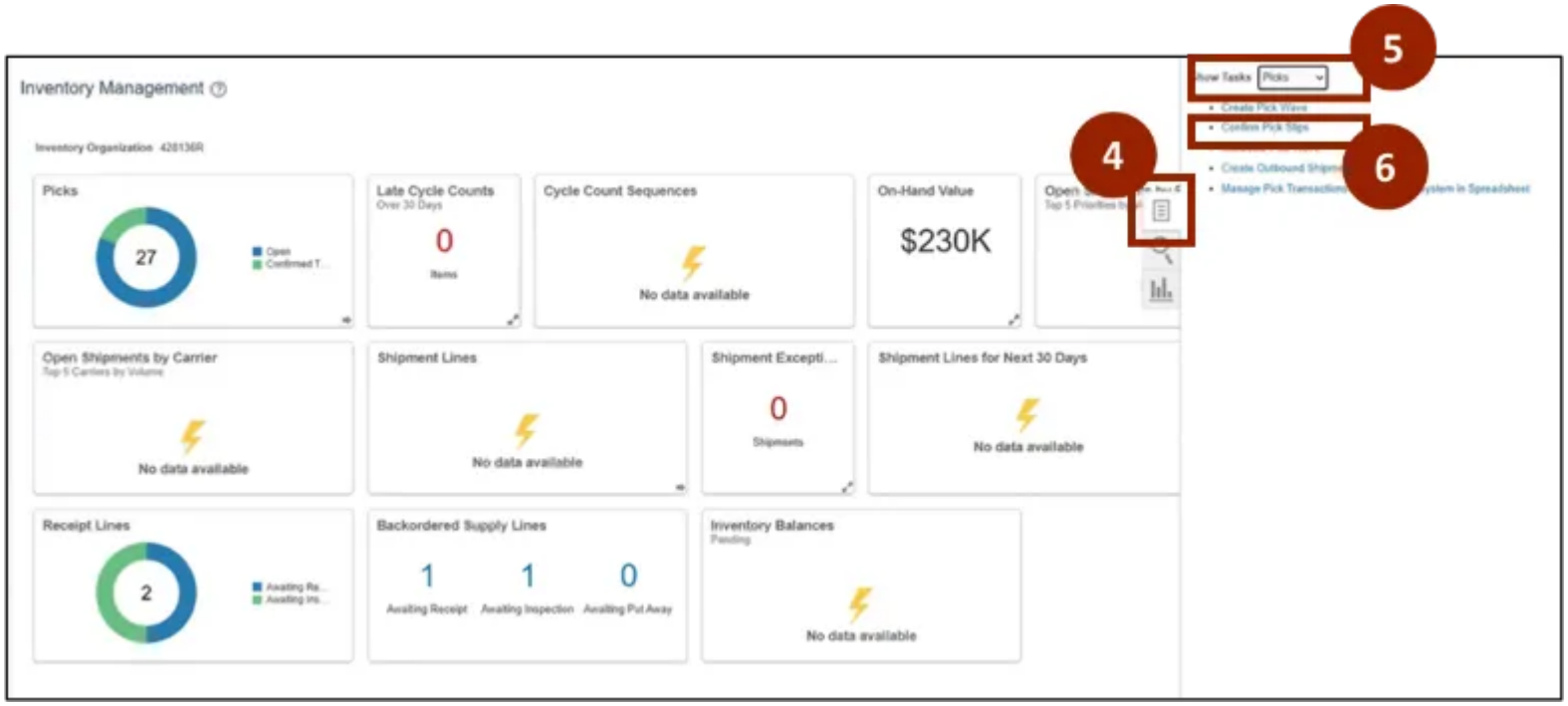


Step 4. Click the **Task** icon.

Step 5. In the Show Tasks drop-down, select **Picks**.

Step 6. Select **Confirm Pick Slip**.

Image



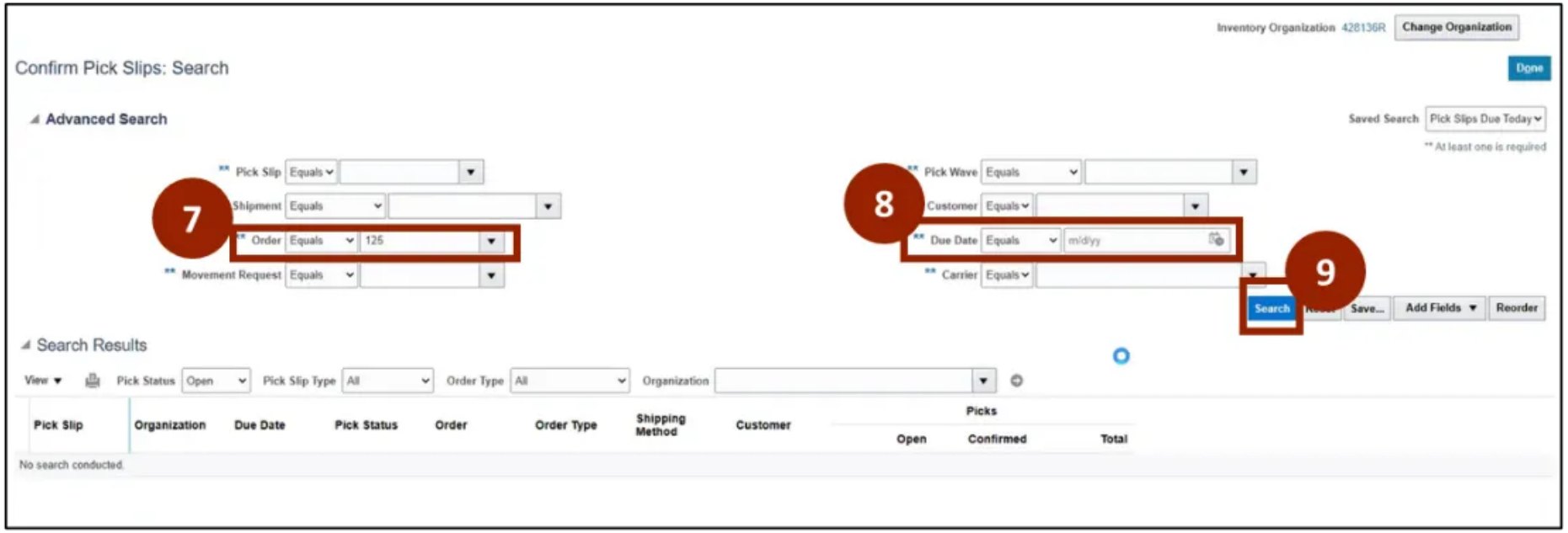
Step 7. On the Confirm Pick Slips: Search page, in the Order field, enter the **order number**.

Note: If you do not see the order number, click **Search** and pop-up screen will appear. Enter the **order number**.

Step 8. In the Due Date field, remove the **due date**.

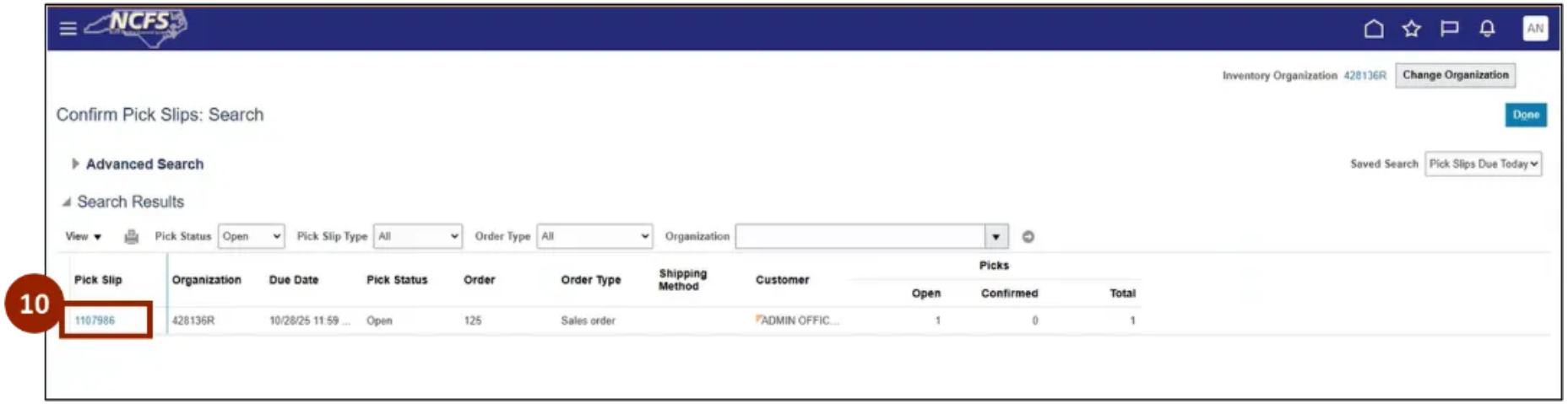
Step 9. Click **Search**.

Image



Step 10. On the Confirm Pick Slips: Search page, select the **pick slip** you want to confirm by selecting the appropriate **pick slip number**.

Image



Step 11. In the Ready to Confirm column, **check the box** next to each line to indicate the order to be confirmed.

Step 12. In the Picked Quantity field, you can change the **picked quantity** (if required).

Step 13. Select **Confirm**.

Note: If more than one line is to be confirmed, mark the box next to each line. If all lines listed need to be shipped, click the box next to Ready to Confirm.

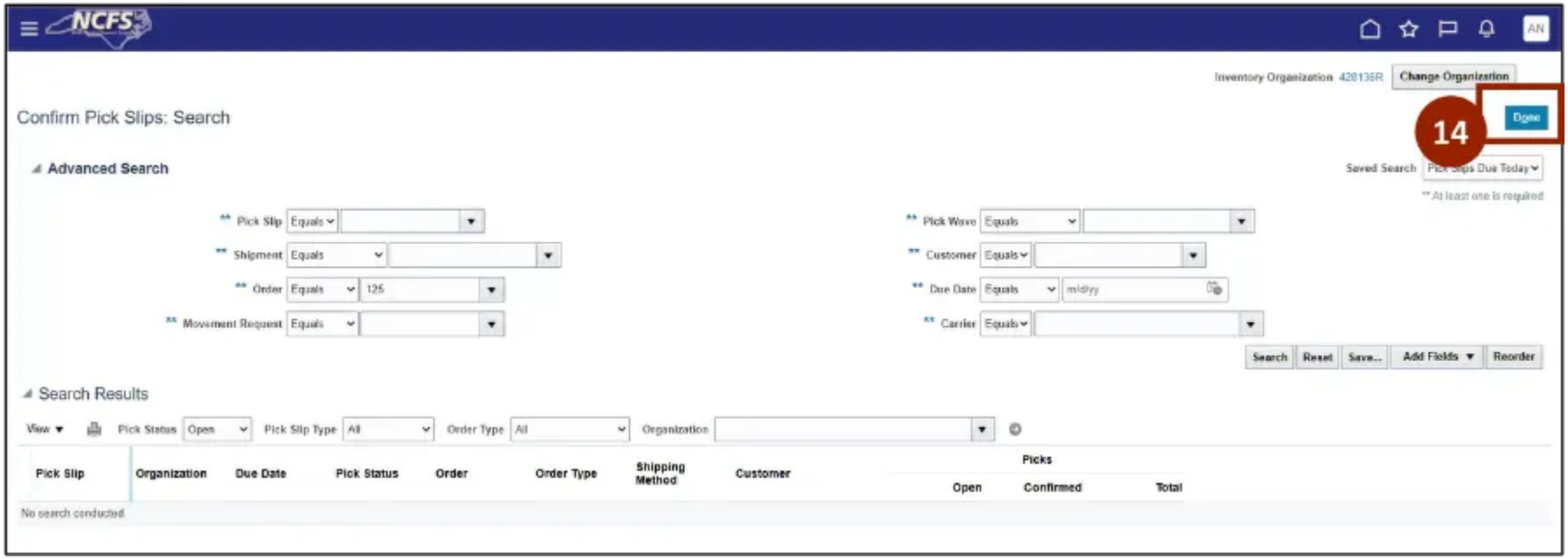
Image



Step 14. Click **Done**.

Note: For APEX Shipment, pick confirm will be done by the Plant after APEX picks up the shipment.

Image



Wrap-Up

NCFS users can reference the Pick Confirm Inventory using the steps above.

Additional Resources

- Virtual Instructor Led Training (vILT)
  - MFG109: Manage Inventory 2

First Published

Mon, 11/17/2025

Last Updated

Mon, 11/17/2025

Printable PDF