



# CONFIRM PICK SLIP

INV

## QUICK REFERENCE GUIDE INV-18

### 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 be picked and shipped for Inventory transfer order.



#### User Tip:

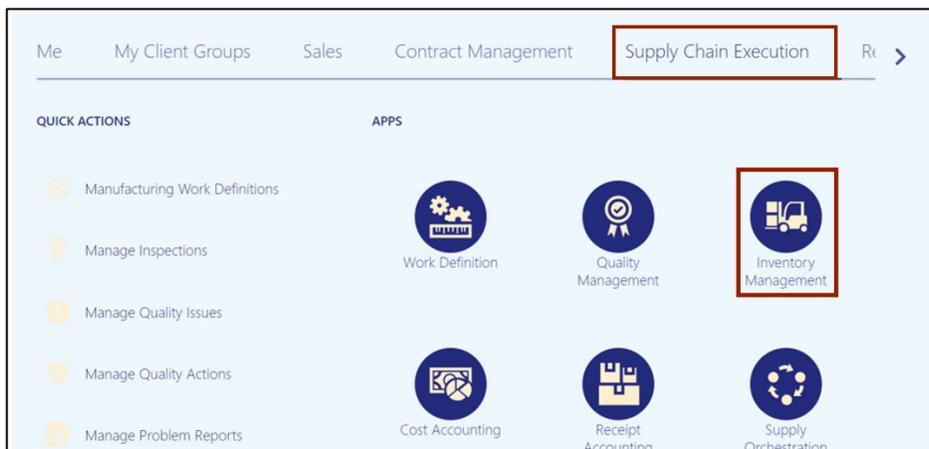
The following are prerequisites to confirm pick slip:

1. Transfer Order is released to Warehouse.

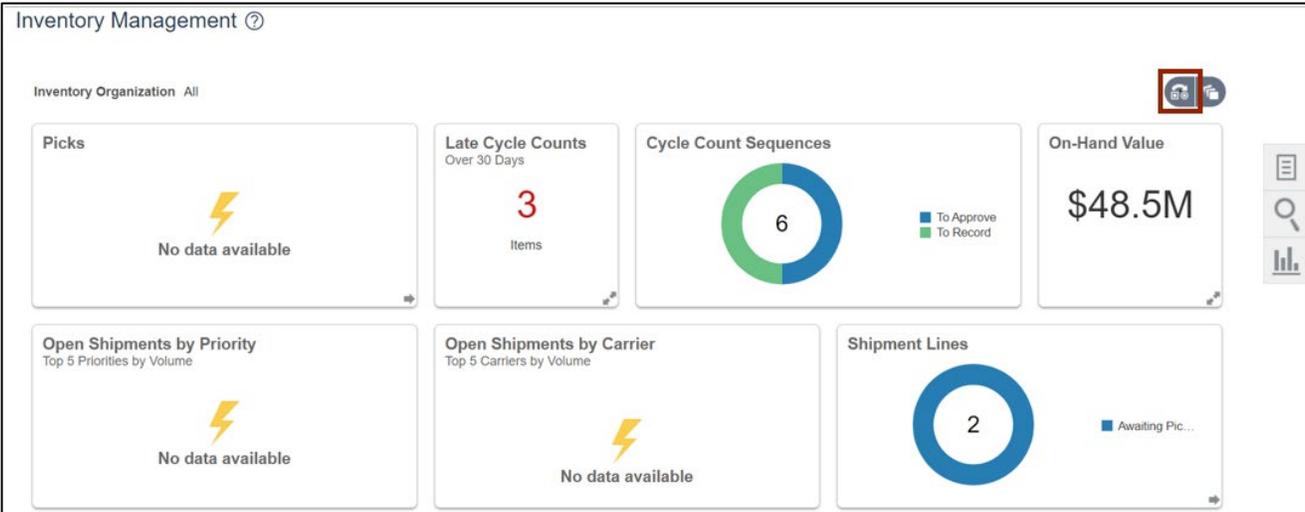
### Confirm Pick Slip

To confirm pick slip in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Supply Chain Execution** tab and click the **Inventory Management** app.

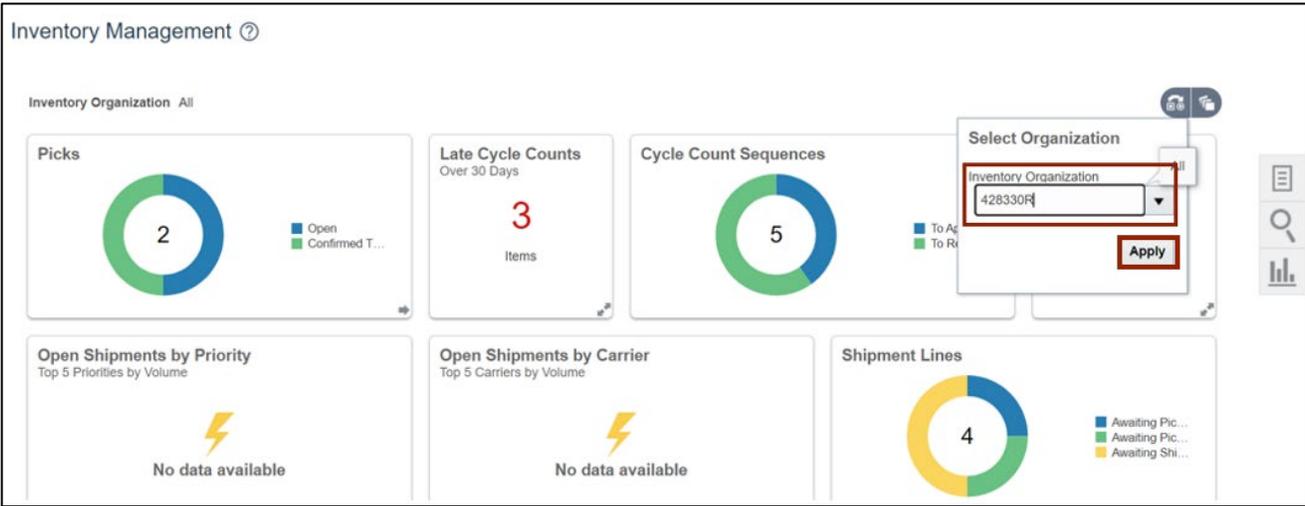


3. On the **Inventory Management** dashboard, click the **View by** [  ] icon button.

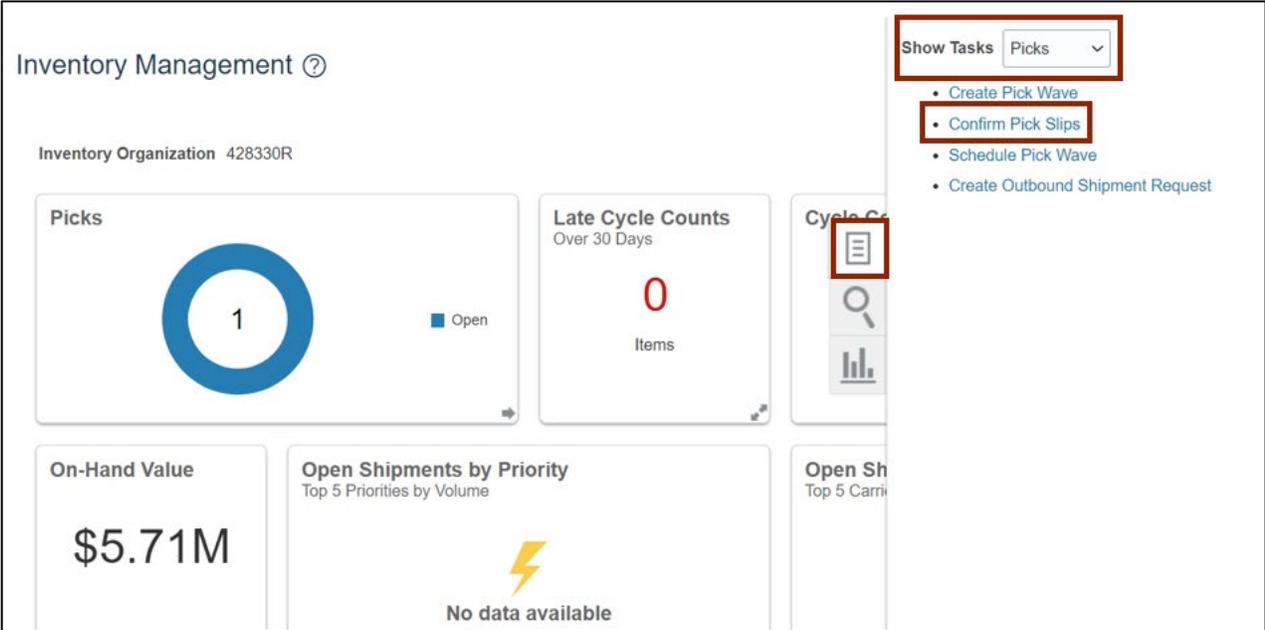


4. Select the **Inventory Organization** from the drop-down choice list.

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



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



- 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**.



7. You can search for additional parameters.

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

The screenshot shows the 'Confirm Pick Slips: Search' interface. The 'Advanced Search' section contains several filter fields: Pick Slip, Shipment, Order (set to 53003), Movement Request, Pick Wave, Customer, Due Date (set to After 5/9/23), and Carrier. The 'Due Date' field is highlighted with a red box. At the bottom right, there are buttons for Search, Reset, Save..., Add Fields, and Reorder.

8. Click the **Search** button.

This screenshot is identical to the previous one, but the 'Search' button at the bottom right is now highlighted with a red box, indicating it has been clicked.

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

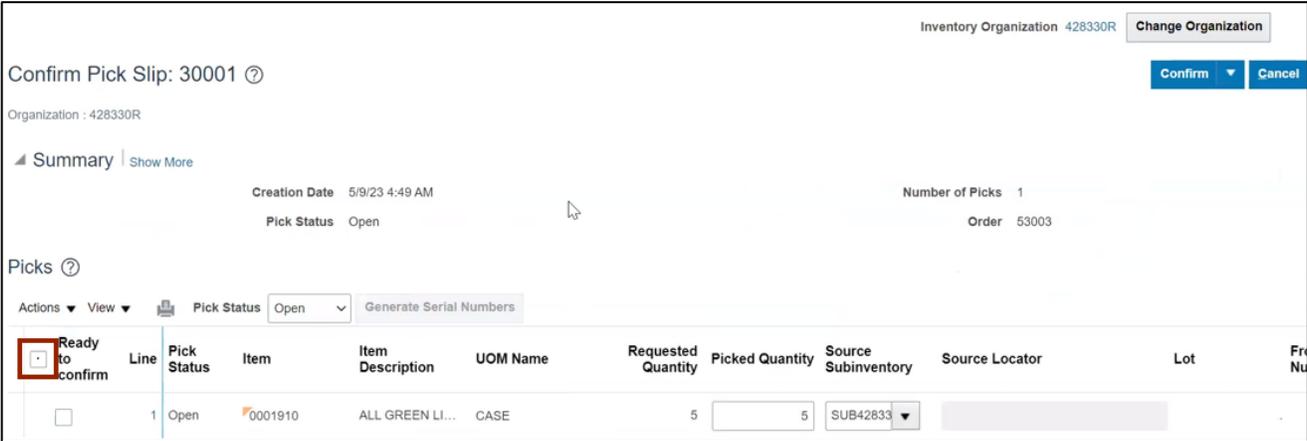
In this example, we choose **30001**.

The screenshot shows the 'Search Results' section of the application. It includes a table with columns for Pick Slip, Organization, Due Date, Pick Status, Order, Order Type, Shipping Method, Customer, and Picks (Open, Confirmed, Total). The first row is highlighted with a red box, showing a pick slip number of 30001.

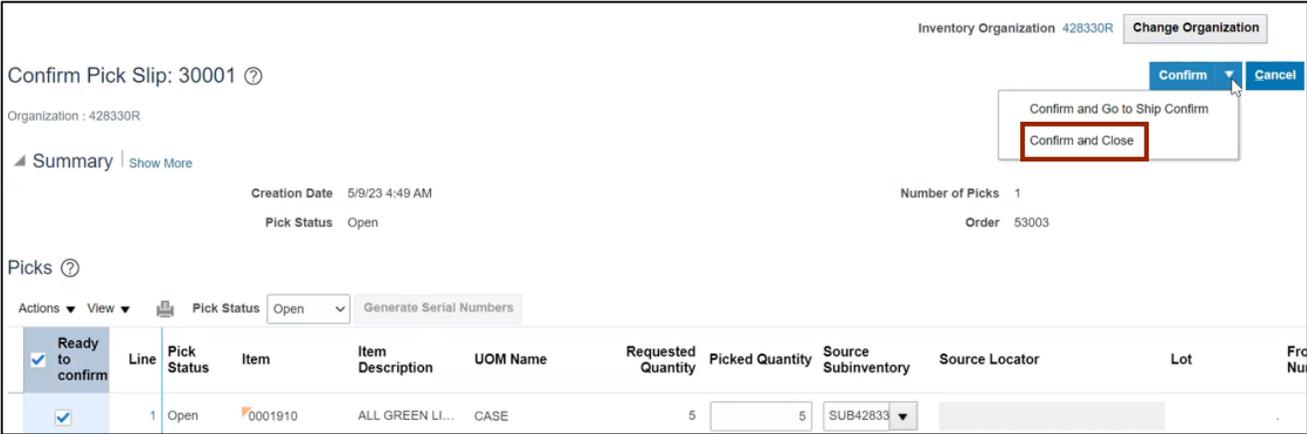
Pick Slip	Organization	Due Date	Pick Status	Order	Order Type	Shipping Method	Customer	Picks		
								Open	Confirmed	Total
30001	428330R	5/10/23 4:37 AM	Open	53003	Transfer order	INTERNAL_A...	Faovyaaofe y a...	1	0	1

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.



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



### 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