



Ultriva 7.6 and Higher

Disable an Item

Reference Guide

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Buyer Queue – Checking the State of the Cards

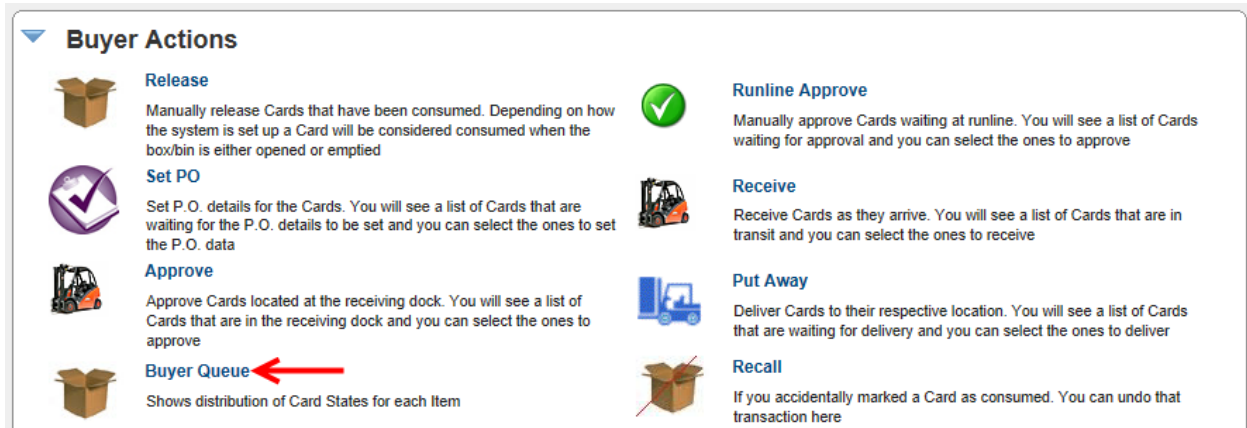


Important – All cards must be On Hand in order to “Disable an Item”. To check the state of the card(s), navigate to the Buyer Queue.

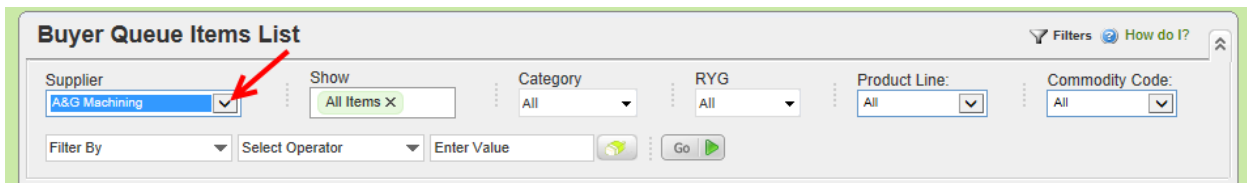
To navigate to the “Buyer Queue”, click on “Actions”.



Click on “Buyer Queue”



Click on the drop down arrow in the “Supplier” field and a drop down list of suppliers appear.



Click on a selection.

Buyer Queue Items List

Supplier: LJM Machining Supplies

Category: RYG

Product Line: All

Commodity Code: All

	Released		In Process		At Ship Hub		In Transit		Received At Dock		Put Away		Others		Description
	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	SHAFT
	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	BEARING
	0	0	7	88,200	0	0	0	0	0	0	0	0	0	0.0	BEARING-SL
	0	0	6	86,400	0	0	0	0	0	0	0	0	0	0.0	DU Bearing
	0	0	7	100,800	0	0	0	0	0	0	0	0	0	0.0	Bearing

Click on the “Go” button.

Buyer Queue Items List

Supplier: LJM Machining Supplies

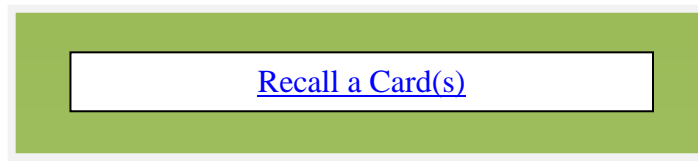
Category: All

Product Line: All

Commodity Code: All

Go

If **cards** have been “Released” and/or are “In Process” they **must be recalled** back to the “On-Hand” state **prior to disabling** the item. *Click on the link below for detailed instructions on how to “Recall a Card(s)”.*



Buyer Queue Items List

Supplier: LJM Machining Supplies

Category: All

Product Line: All

Commodity Code: All

Go

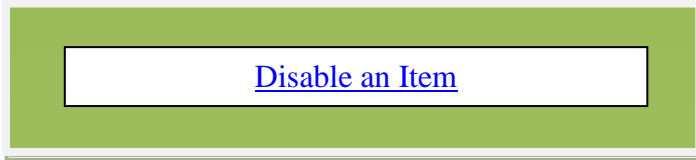
	On Hand		Released		In Process		At Ship Hub		In Transit		Received At Dock		Put Away		Others		Description
	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	
RYG	13	650	2	100	0	0	0	0	0	0	0	0	0	0	0	0.0	SHAFT

If cards are “**In-Transit**” you **must “Receive”** the cards **prior to disabling** the item.
The normal Ultriva Receive process should be followed.

The screenshot shows the 'Buyer Queue Items List' interface. At the top, there are filters for Supplier (LJM Machining Supplies), Show (All Items X), Category (All), RYG (All), Product Line (All), and Commodity Code (All). Below the filters is a 'Filter By' dropdown, a 'Select Operator' dropdown, and an 'Enter Value' field with a 'Go' button. A red arrow points to the 'In Transit' status icon in the table header. The table has columns for 'On Hand', 'Released', 'In Process', 'At Ship Hub', 'In Transit', 'Received At Dock', 'Put Away', and 'Others', each with 'Cards' and 'Qty' sub-columns. The row for item 24687 shows 13 On Hand cards (Qty 650) and 2 Released cards (Qty 100). The 'In Transit' column shows 0 cards and 0 Qty.

RYG	Item	On Hand		Released		In Process		At Ship Hub		In Transit		Received At Dock		Put Away		Others		Description
		Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty			
	24687	13	650	2	100	0	0	0	0	0	0	0	0	0	0	0	0.0	SHAFT

If the cards are all On Hand, click on the link below to navigate to the detailed instructions on how to “Disable an Item”.

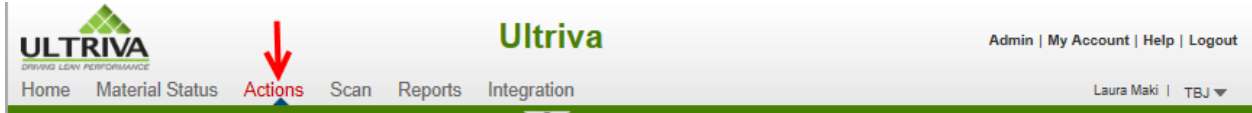


The screenshot shows the 'Buyer Queue Items List' interface. At the top, there are filters for Supplier (LJM Machining Supplies), Show (All Items X), Category (All), RYG (All), Product Line (All), and Commodity Code (All). Below the filters is a 'Filter By' dropdown, a 'Select Operator' dropdown, and an 'Enter Value' field with a 'Go' button. A red arrow points to the 'On Hand' status icon in the table header. The table has columns for 'On Hand', 'Released', 'In Process', 'At Ship Hub', 'In Transit', 'Received At Dock', 'Put Away', and 'Others', each with 'Cards' and 'Qty' sub-columns. The row for item 24687 shows 15 On Hand cards (Qty 750) and 0 Released cards (Qty 0). The 'In Transit' column shows 0 cards and 0 Qty.

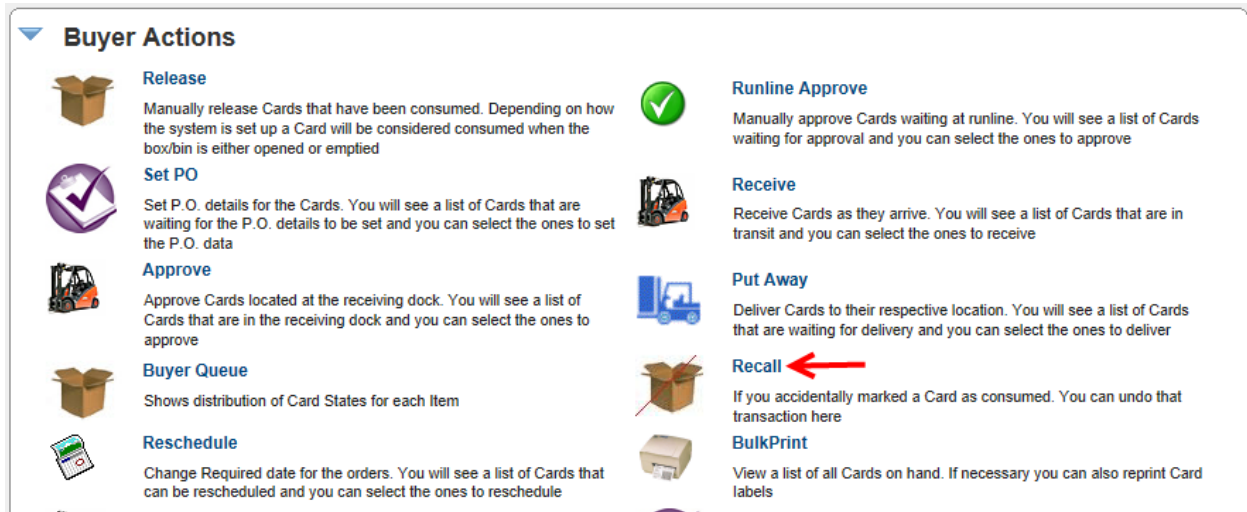
RYG	Item	On Hand		Released		In Process		At Ship Hub		In Transit		Received At Dock		Put Away		Others		Description
		Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty			
	24687	15	750	0	0	0	0	0	0	0	0	0	0	0	0	0.0	SHAFT	

Recall a Card(s)

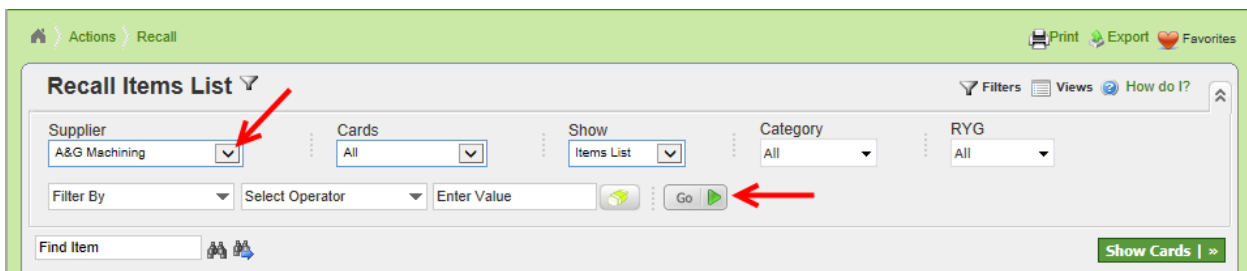
To navigate to “Recall”, click on “Actions”



Click on “Recall”



Click in the drop down arrow in the “Supplier” field and a drop down list appears of the available suppliers. Click on a selection. Click on the “Go” button.



Click on the **part number** to advance to the next screen or click on the **line item** to highlight the line. If the line was highlighted, click on the “Show Cards” button.

Recall Items List

Supplier: A&G Machining | Cards: All | Show: Items List | Category: All | RYG: All

Filter By: Select Operator | Enter Value | Go

Show Cards | >

RYG	Item	Description	Total Qty	Total Cards
	24680	Widget	400	8

Click in selection box at the column heading to select all cards or select the cards individually. Click on the “Recall” button.

Recall Cards List

Find Card ID: [] | **Recall | >>** | Attach Notes | << Back To Items | << Change Filter

<input type="checkbox"/>	Card ID	Item	Supplier Name	PO #	Card State	Release Date	Accept Date	Reqd Ship	Card Qty
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	A&G Machining		In Process	06/25/2014	06/25/2014	06/26/2014	100
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	A&G Machining		In Process	06/25/2014	06/25/2014	06/26/2014	100
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	A&G Machining		In Process	06/25/2014	06/25/2014	06/26/2014	100
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	A&G Machining		In Process	06/25/2014	06/25/2014	06/27/2014	100
<input checked="" type="checkbox"/>	KCD4NGCCNANN	24680	A&G Machining		In Process	06/25/2014	06/25/2014	06/27/2014	100
<input checked="" type="checkbox"/>	KCD4NMFCAJ9	24680	A&G Machining		In Process	06/25/2014	06/25/2014	06/26/2014	100
<input checked="" type="checkbox"/>	KCD4NMGCNAD4	24680	A&G Machining		In Process	06/25/2014	06/25/2014	06/26/2014	100

The cards have been “Recalled Successfully”.

Recall Cards Results

<< Back To Items | << Back To Cards

Following cards were successful

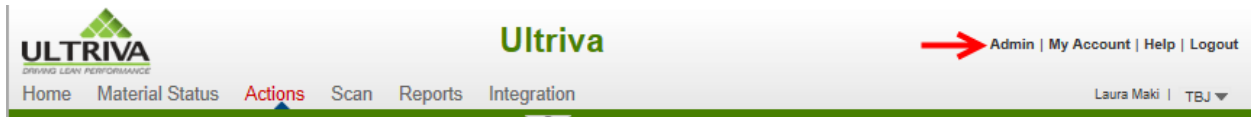
Card ID	Item	PO #	PO Line #	Release #	Release Line #	Description
KCD4MV7CNAG5	24680		0			Card Successfully Recalled. Please adjust the Purchase Order if necessary.
KCD4MVHCNAAB	24680		0			Card Successfully Recalled. Please adjust the Purchase Order if necessary.
KCD4MVKCNAR9	24680		0			Card Successfully Recalled. Please adjust the Purchase Order if necessary.
KCD4NG9CNAME	24680		0			Card Successfully Recalled. Please adjust the Purchase Order if necessary.
KCD4NGCCNANN	24680		0			Card Successfully Recalled. Please adjust the Purchase Order if necessary.
KCD4NMFCAJ9	24680		0			Card Successfully Recalled. Please adjust the Purchase Order if necessary.
KCD4NMGCNAD4	24680		0			Card Successfully Recalled. Please adjust the Purchase Order if necessary.



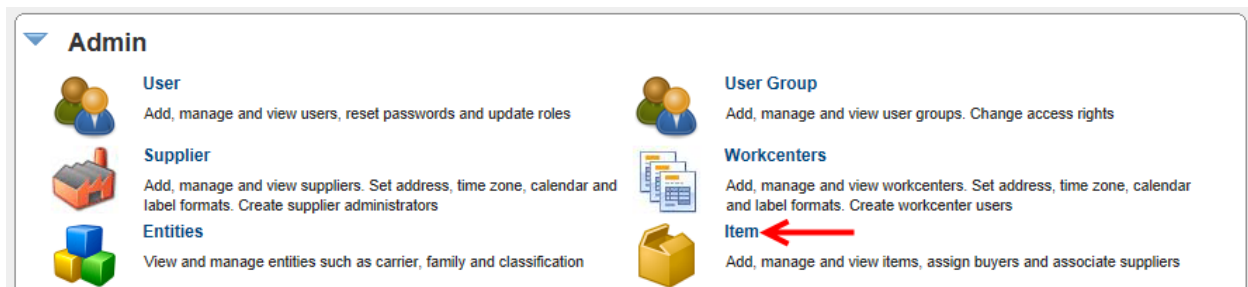
Important – You may need to make adjustments in your ERP and/or the Purchase Order based on your configuration in Ultriva.

Disable an Item

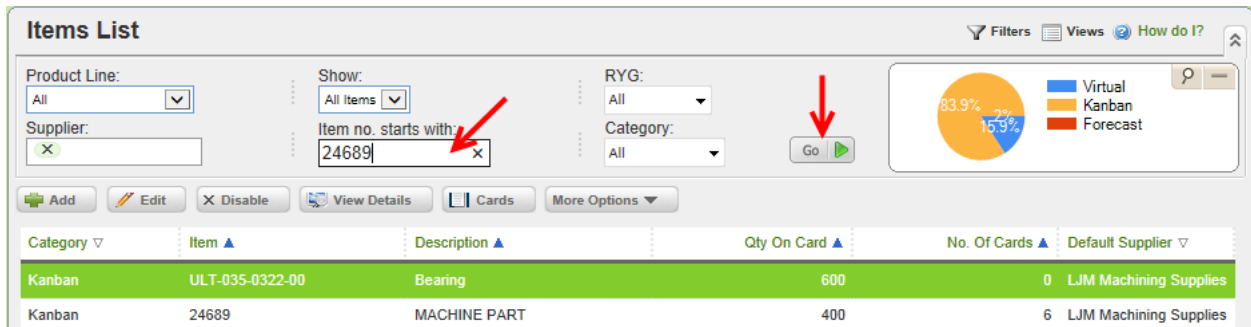
To navigate to the “Disable an Item”, Click on “Admin”



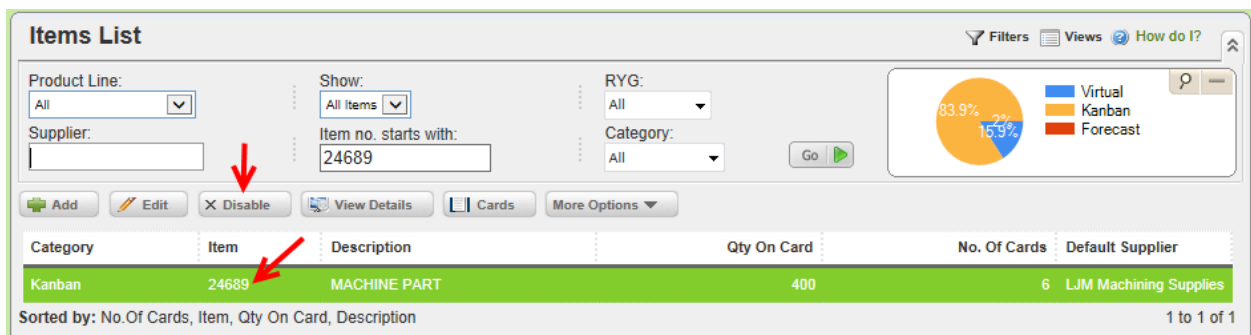
Click on “Item”



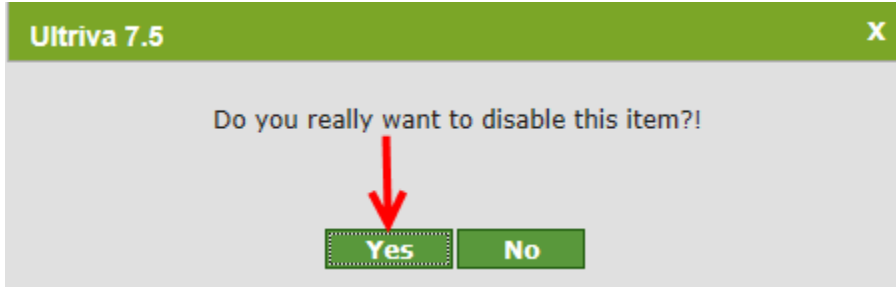
Click in the **Item no starts with:** field and type in the “Part Number”. Click on the “Go” button.



The part number appears. Click on the “Disable” button.



Click on the “Yes” button.



The **item** is now **disabled** and **removed** from the item list.

