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Ultriva 7.6 and Higher  
Approve  
Received at Dock  
Reference Guide

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## Navigating to Approve



*Quick Tip – This feature is used when the items are going through the inspection process prior to being placed On-Hand.*

*There are a few ways to navigate to the “Approve” cards.*

*Actions/ Approve*

*Actions/Buyer Queue/Received at Dock/Approve*

*Actions/Buyer Status/Received at Dock/Approve*

*Click on the link below for detailed instructions on Actions Approve*

[Actions Approve](#)

*Click on the link below for detailed instructions on Buyer Queue Approve*

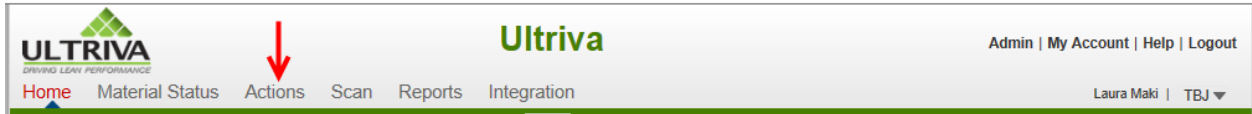
[Buyer Queue Approve](#)

*Click on the link below for detailed instructions on Buyer Status Approve*

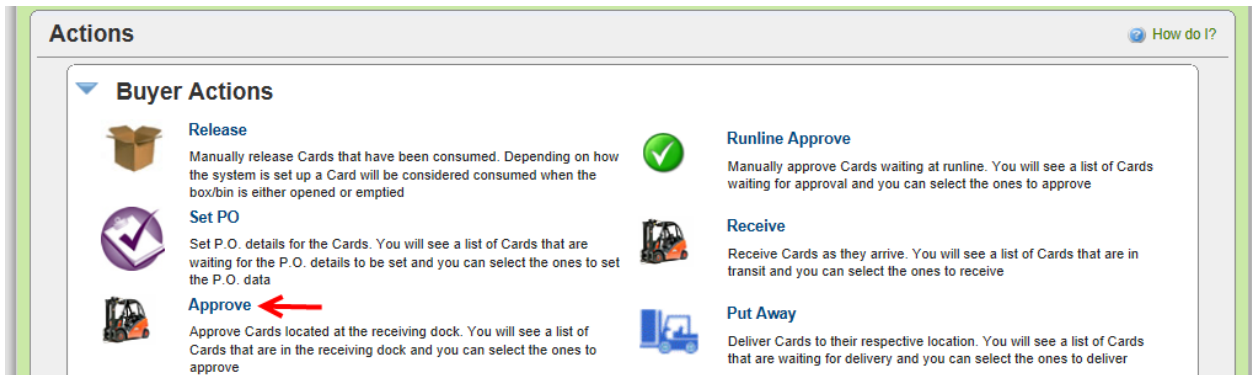
[Buyer Status Approve](#)

## Actions/Approve

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

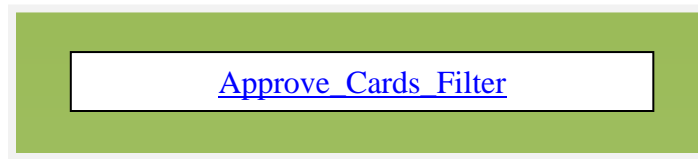


Click on “Approve”



*Quick Tip – If the selections are not what was intended to be “Approved” you can change the “Filter” by clicking on the “Change Filter” button. The “Filter” allows the user to select specific criteria for the action they are performing.*

Click on the link below for detailed instructions on how to change the “Filter”



Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

<input checked="" type="checkbox"/>	Card ID	Item	Release Date	Reqd Ship	Ship Date	Reqd Receive	Receive Date	Card Qty	Ship Qty	Receive Qty	Approve Qty	Storage Location
<input checked="" type="checkbox"/>	KCD4NGCCNANN	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	C1
<input checked="" type="checkbox"/>	KCD4MVMCNABV	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK

If Applicable: Enter the “New Storage Locations” or “Approve Qty”. Notes can be attached by clicking on the “Attach Notes” button.

Click on the “Approve” button to **approve** the items or **click** on the “Reject” button to **return** the **items** to the **supplier**.

Card ID	Item	Release Date	Req'd Ship	Ship Date	Req'd Receive	Receive Date	Card Qty	Ship Qty	Receive Qty	Approve Qty	Storage Location
<input checked="" type="checkbox"/> KCD4NGCCNANN	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/> KCD4MVACNAN5	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	C1
<input checked="" type="checkbox"/> KCD4MVMCNABV	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/> KCD4NG9CNAME	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK

If the selection was “Approve” The “Cards Successfully Approved”

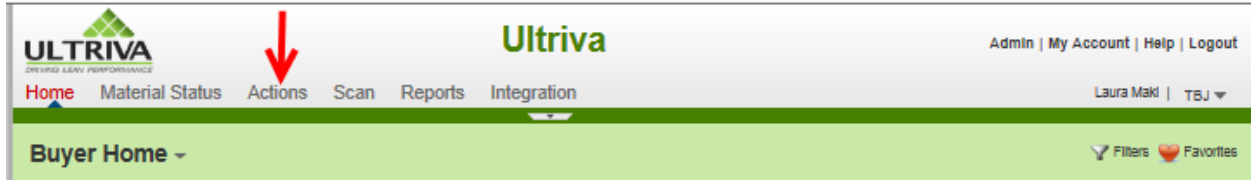
Card ID	Item	Description
KCD4NGCCNANN	24680	Card Successfully Approved.
KCD4MVACNAN5	24680	Card Successfully Approved.
KCD4MVMCNABV	24680	Card Successfully Approved.
KCD4NG9CNAME	24680	Card Successfully Approved.

If the selection was “Reject”, the “Cards Successfully Rejected” and automatically returned back to the **supplier** and placed “In Process”

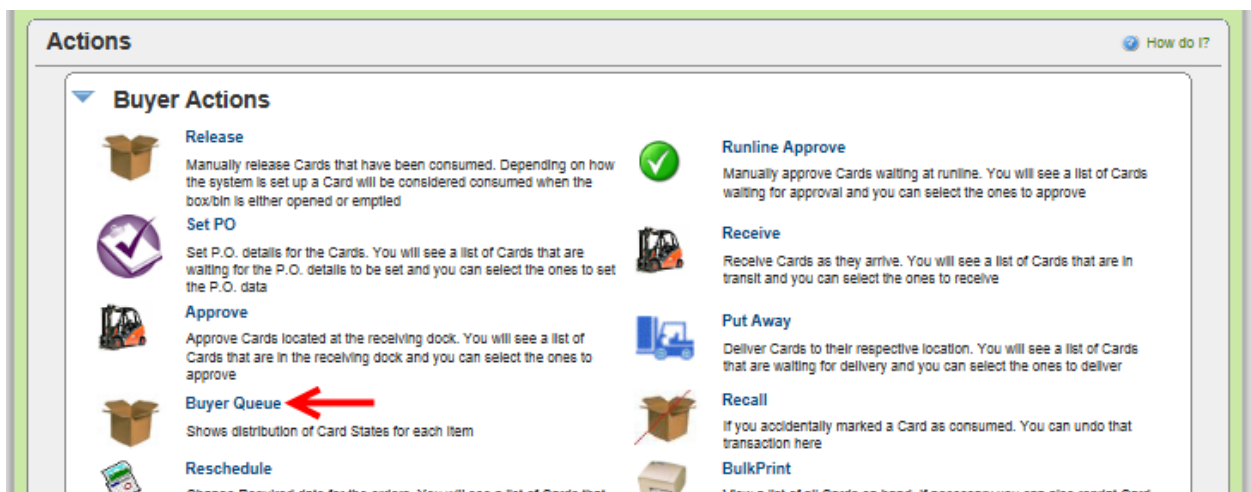
Card ID	Item	Description
KCD4NGACNAJZ	24680	Card Successfully Rejected.
KCD4NMECNAHB	24680	Card Successfully Rejected.
KCD4NMFCNAJ9	24680	Card Successfully Rejected.
KCD4NMGCNAD4	24680	Card Successfully Rejected.

## Buyer Queue Received at Dock

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



Click on “Buyer Queue”



In the “Received at Dock” column, click on the number of cards to “Approve” or “Reject”

RYG	Item	On Hand	Released	In Process	At Ship Hub	In Transit	Received At Dock	Put Away	Others	Description	Supplier Item N
		Cards Qty	Cards Qty	Cards Qty	Cards Qty	Cards Qty	Cards Qty	Cards Qty	Cards Qty		
Green	24680	0 0	0 0	0 0	0 0	1 100	4 400	8 800	0 0.0	Widget	24680
Red	24681	11 275	0 0	0 0	0 0	12 300	0 0	22 550	0 0.0	Widget 2	24681

Click in the **selection box** at the column heading to **select all cards** or **select the cards individually**. A checkmark will appear.

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Release Date ▼	Reqd Ship ▼	Ship Date ▼	Reqd Receive ▲	Receive Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty ▼	Approve Qty	Storage Location ▼
<input checked="" type="checkbox"/>	KCD4NGCCNANN	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	C1
<input checked="" type="checkbox"/>	KCD4MVMCNABV	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK

*If Applicable: Enter the “New Storage Locations” or “Approve Qty”. Notes can be attached by clicking on the “Attach Notes” button.*

Click on the “**Approve**” button to **approve** the items or click on the “**Reject**” button to **return** the **items** to the **supplier**.

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Release Date ▼	Reqd Ship ▼	Ship Date ▼	Reqd Receive ▲	Receive Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty ▼	Approve Qty	Storage Location ▼
<input checked="" type="checkbox"/>	KCD4NGCCNANN	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	C1
<input checked="" type="checkbox"/>	KCD4MVMCNABV	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK


If the selection was “**Approve**” The “**Cards Successfully Approved**”


Card ID	Item	Description
KCD4NGCCNANN	24680	Card Successfully Approved.
KCD4MVACNAN5	24680	Card Successfully Approved.
KCD4MVMCNABV	24680	Card Successfully Approved.
KCD4NG9CNAME	24680	Card Successfully Approved.

If the selection was “Reject”, the “Cards Successfully Rejected” and automatically returned back to the supplier and placed “In Process”

**Reject Cards Results** How do I?

[« | Back To Items](#) [« | Back To Cards](#)

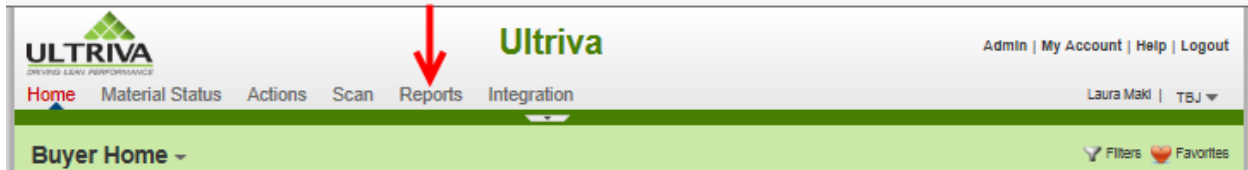
Following cards were successful 

Card ID	Item	Description
KCD4NGACNAJZ	24680	Card Successfully Rejected.
KCD4NMECNAHB	24680	Card Successfully Rejected. 
KCD4NMFCAJ9	24680	Card Successfully Rejected.
KCD4NMGCNAD4	24680	Card Successfully Rejected.

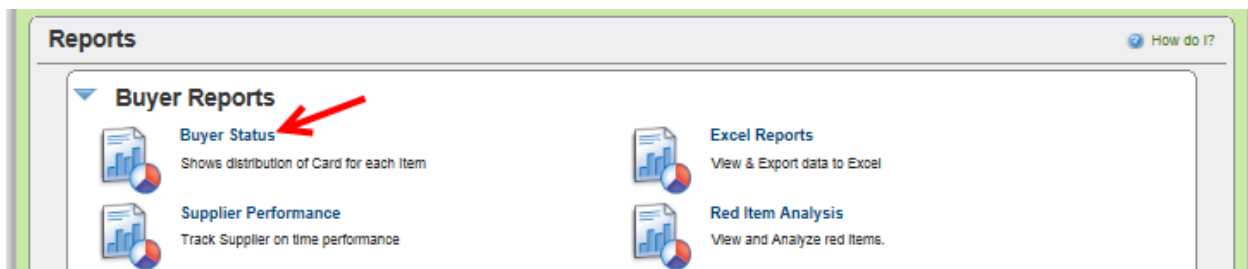


## Buyer Status Approved

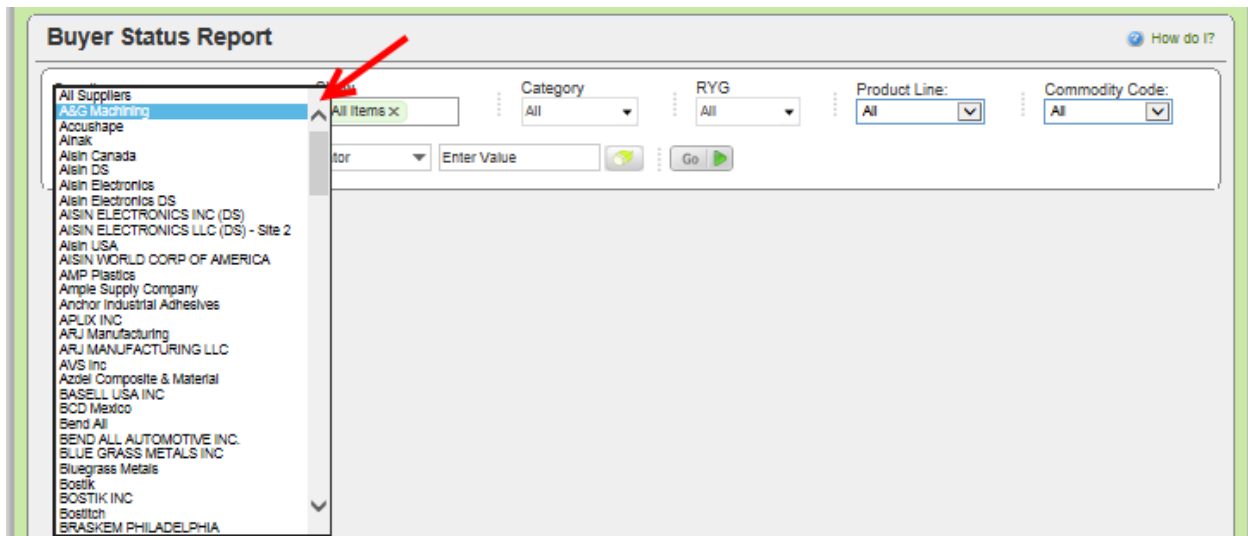
To navigate to the “Buyer Status”, click on “Reports”



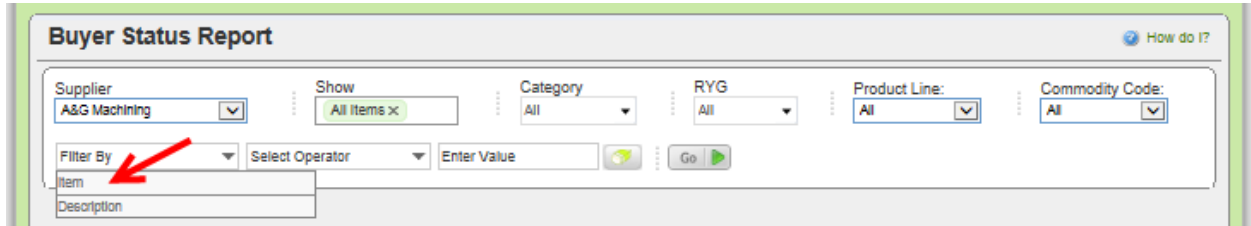
Click on “Buyer Status”



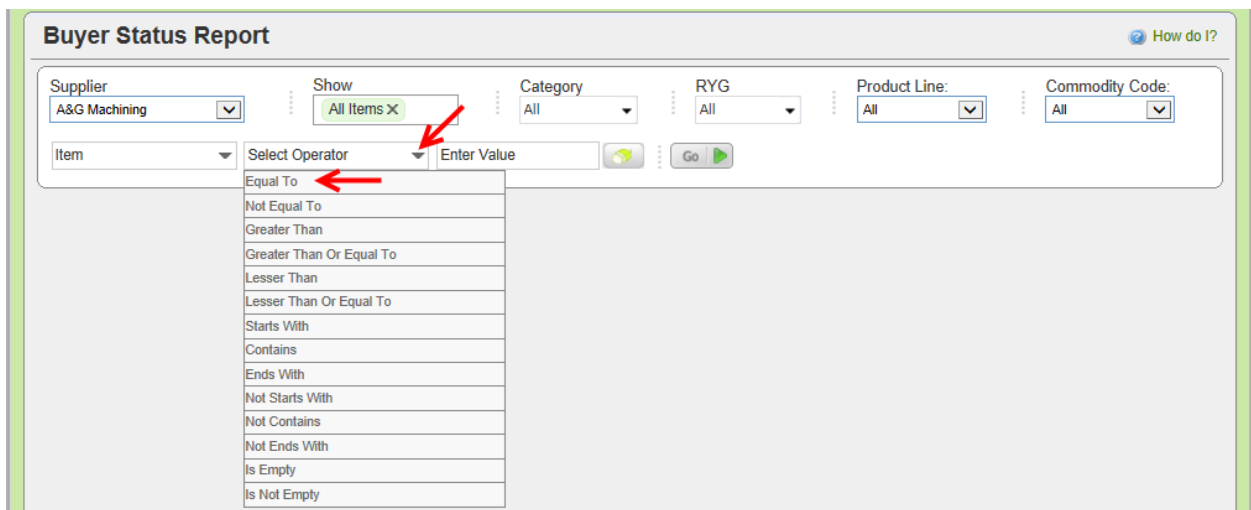
Click on the dropdown arrow in the “Supplier” field. Click on the “Supplier”



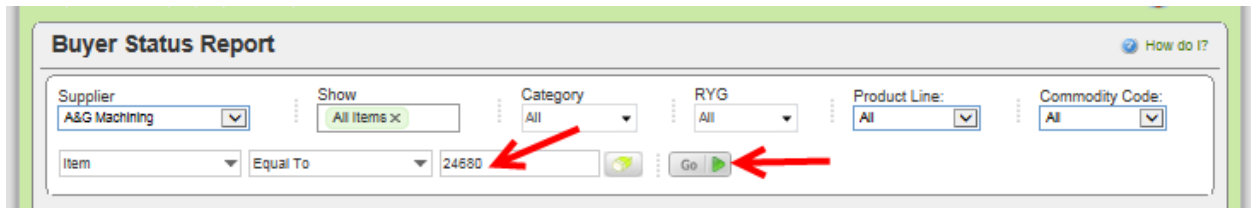
Click on the **dropdown arrow** in the “**Filter By**” field. Click on a “**selection**” *In this example we will select “Item”.*



Click on the **dropdown arrow** in the “**Select Operator**” field. Click on a “**selection**” *In this example we will select “Equal To”.*



Enter a value in the “**Enter Value**” field. Click on the “**Go**” button. *In this example we selected Item/Equal To so the value to be entered is the item number for the Item to be “Approved”*



The “**Buyer Status Report**” appears. In the “**Received at Dock**” column, click on the number of cards to “**Approved**”

RYG	Item	On Hand		Released		In Process		At Ship Hub		In Transit		Received At Dock		Put Away		Others		Description	Supplier Item N
		Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty		
	24680	4	390	0	0	0	0	0	0	0	0	4	400	5	500	0	0.0	Widget	24680
	24681	11	275	0	0	0	0	0	0	12	300	0	0	22	550	0	0.0	Widget 2	24681

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

<input checked="" type="checkbox"/>	Card ID	Item	Release Date	Reqd Ship	Ship Date	Reqd Receive	Receive Date	Card Qty	Ship Qty	Receive Qty	Approve Qty	Storage Location
<input checked="" type="checkbox"/>	KCD4NGACNAJZ	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NMECNAHB	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NMFCNAJ9	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NMGCNAD4	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK

If Applicable: Enter a “New Storage Location” or change the “Approve Quantity”. You can “Attach Notes” by clicking on the “Attach Notes” button.

Click on the “**Approve**” button to **approve** the items or click on the “**Reject**” button to **return** the items to the supplier.

<input checked="" type="checkbox"/>	Card ID	Item	Release Date	Reqd Ship	Ship Date	Reqd Receive	Receive Date	Card Qty	Ship Qty	Receive Qty	Approve Qty	Storage Location
<input checked="" type="checkbox"/>	KCD4NGACNAJZ	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NMECNAHB	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NMFCNAJ9	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK
<input checked="" type="checkbox"/>	KCD4NMGCNAD4	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK

If the selection was “Approve” The “Cards Successfully Approved”

Card ID	Item	Description
KCD4NGCCNANN	24680	Card Successfully Approved.
KCD4MVACNAN5	24680	Card Successfully Approved.
KCD4MVMCNABV	24680	Card Successfully Approved.
KCD4NG9CNAME	24680	Card Successfully Approved.

If the selection was “Reject”, the “Cards Successfully Rejected” and automatically returned back to the supplier and placed “In Process”

Card ID	Item	Description
KCD4NGACNAJZ	24680	Card Successfully Rejected.
KCD4NMECNAHB	24680	Card Successfully Rejected.
KCD4NMFCAJ9	24680	Card Successfully Rejected.
KCD4NMGCNAD4	24680	Card Successfully Rejected.

## Approve Cards Filter



**Quick Tip** – Further filtering can be performed if you are looking for specific data on the items. All “Filtering” in Ultriva is optional. When all changes have been made to the “Filter”, click on the “Go” button for the changes to take effect. If the parts are not appearing on the Approve screen, it is best to double check the filters input first and make the necessary changes.

To further filter for specific data, click on the **dropdown arrow** in the “Supplier” field and a **drop down list appears**. Click on a “Supplier” In this example we will filter for a specific item from a supplier.

**If Applicable:** Click on the **drop down arrows** to make the remaining selections. The Cards, Show, Category and RYG should remain as they are below for our example.



**Quick Tip** – If applicable: The “Filter” can be further defined.

Click on the **dropdown arrow** in the “Filter By” field and a **drop down list appears**. Click on a **selection**. In this example we will select Item.

Click on the **dropdown arrow** in the **“Select Operator”** field and a **drop down list** appears. Click on a selection. *In this example we will select Equal To.*

The screenshot shows the 'Approve Cards Filter' interface. The 'Supplier' is set to 'A&G Machining', 'Cards' to 'All', 'Show' to 'Cards List', 'Category' to 'All', and 'RYG' to 'All'. The 'Item' dropdown is set to 'Item', and the 'Select Operator' dropdown is open, showing a list of operators. A red arrow points to the 'Equal To' option.

Enter a **value** in the **“Enter Value”** field. Click on the **“Go”** button. *In this example we selected Item/Equal To so the value to be entered is the item number.*

The screenshot shows the 'Approve Cards Filter' interface. The 'Supplier' is set to 'A&G Machining', 'Cards' to 'All', 'Show' to 'Cards List', 'Category' to 'All', and 'RYG' to 'All'. The 'Item' dropdown is set to 'Item', and the 'Select Operator' dropdown is set to 'Equal To'. The 'Enter Value' field contains '24680'. A red arrow points to the 'Go' button.

The information appears for the **“Filter”** ran for the specific item number.

The screenshot shows the 'Approve Cards List' interface. The filter details are 'Supplier: A&G Machining'. The table below shows the results of the filter run for the specific item number.

Card ID	Item	Release Date	Reqd Ship	Ship Date	Reqd Receive	Receive Date	Card Qty	Ship Qty	Receive Qty	Approve Qty	Storage Location
<input type="checkbox"/> KCD4NGACNAJZ	24680	06/16/2014	06/17/2014	06/17/2014	06/18/2014	06/17/2014	100	100	100	100	STK
<input type="checkbox"/> KCD4NMECNAHB	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK
<input type="checkbox"/> KCD4NMFCAJ9	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK
<input type="checkbox"/> KCD4NMGCNAD4	24680	06/17/2014	06/18/2014	06/17/2014	06/19/2014	06/17/2014	100	100	100	100	STK

**Important** – If for some reason the output does not match what you are looking for, recheck the input in the filter and make the necessary changes. Remember to click on the **“Go”** button for the changes to take effect.

Click on a link below to **navigate back** to the Approve screen.

