



Ultriva 7.6 and Higher
Supplier
Print a Duplicate Card
Reference Guide

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Print a Duplicate Card















Important – Only cards previously printed and not yet received will show on the Print Duplicate Cards list.

Click on “Actions”



Click on “Print Duplicate Cards”



Supplier Actions

 Accept View and acknowledge new kanban orders	 Ship View the list of acknowledged kanban Cards. Use this screen to indicate the Cards you are shipping. If you have not printed kanban labels already, you can do that here too
 Consolidator Ship View the list of acknowledged kanban Cards. Use this screen to indicate the Cards you are shipping. If you have not printed Kanban labels already, you can do that here too	 Supplier Queue Shows distribution of Card States for each Item
 Recall If you incorrectly marked a Card as shipped. Use this screen to undo the shipment transaction. You will need to know the kanban Card id to undo a shipment	 Reschedule Request Change required date for the orders. You will see a list of Cards that can be rescheduled and you can select the ones to reschedule
 Print Cards View the list of acknowledged kanban Cards. Use this screen if you want to print labels before you are ready to ship	 Print Duplicate Cards ← View the list of printed kanban Cards. Use this screen if you want to print duplicate labels
 Set Tracking No. View the list of shipped kanban Cards. Use this screen to update the tracking number for the shipped Cards.	 Set WorkOrder No. View the list of acknowledged kanban Cards. Use this screen to update the workorder number for the acknowledged Cards
 Master Label Create master label for shipment	 Add Notes Add notes to one or more Cards in cycle

If you see this screen, **click** on the “**Change Filter**” button. **Ultriva remembers** your last “**Filter**” it **may need to be change** to move forward.

Print Duplicate Cards List How do I?

« | **Back To Items** « | **Change Filter**

 No card(s) found for the filter criteria 

↑



Quick Tip – To make a new selection in the “Print Duplicate Cards” filter; click on each dropdown arrow for a list of selections

If there are “Multiple Plants” Select the “Plant” that you are shipping the cards to.

Print Duplicate Filter How do I?

Plant:
Cards:
Show:
Category:
RYG:
Items printed on or after:

Filter By: Select Operator: Enter Value:

Select the “Cards” filter.

Print Duplicate Filter How do I?

Plant:
Cards:
Show:
Category:
RYG:
Items printed on or after:

Filter By: Select Operator: Enter Value:

Select the “Show” filter.

Print Duplicate Filter How do I?

Plant:
Cards:
Show:
Category:
RYG:
Items printed on or after:

Filter By: Select Operator: Enter Value:

Select the “Category” (If applicable)

Print Duplicate Filter How do I?

Plant:
Cards:
Show:
Category:
RYG:
Items printed on or after:

Filter By: Select Operator: Enter Value:

Select the “RYG” (If Applicable)

Print Duplicate Filter How do I?

Plant:
Cards:
Show:
Category:
RYG:
Items printed on or after:

Filter By: Select Operator: Enter Value:

Click in the “Items printed on or after” field and a “Calendar” appears. Click on the “Date” you would like to search for.

The screenshot shows the 'Print Duplicate Filter' interface. At the top, there are several dropdown menus: Plant (All Plants), Cards (All), Show (Cards List), Category (All), and RYG (All). Below these is a 'Filter By' dropdown, a 'Select Operator' dropdown, and an 'Enter Value' text box. A 'Go' button is located to the right of the 'Enter Value' box. On the right side, there is a date field labeled 'Items printed on or after' with the value '12/30/2013'. A calendar for December 2013 is displayed, with a red arrow pointing to the date '30'.

The “Date” appears. The user can further define the search by following the instructions below. If the filter is complete, click on the “Go” button.

The screenshot shows the 'Print Duplicate Filter' interface. The 'Items printed on or after' field is now set to '12/27/2013'. A red arrow points to this field.



Quick Tip – If further refining of the filter is needed, the user can select “Filter By”, “Operator” and “Enter Value”.

Select your “Filter By:” Our example is “Supplier Item No”.

The screenshot shows the 'Print Duplicate Filter' interface. The 'Filter By' dropdown menu is open, showing a list of options: PO #, PO Line #, Release #, Release Line #, WorkOrder No., Supplier Item No., Description, Reqd Ship, and PO #/PO Line #. A red arrow points to the 'Supplier Item No.' option.

Select the “Operator” Our example is “Equal To”

Print Duplicate Filter How do I?

Plant: All Plants | Cards: All | Show: Cards List | Category: All | RYG: All | Items printed on or after: 12/30/2013

Supplier Item No. | Select Operator | Enter Value | Go

- Equal To
- Not Equal To
- Greater Than
- Greater Than Or Equal To
- Lesser Than
- Lesser Than Or Equal To
- Starts With
- Contains
- Ends With
- Not Starts With
- Not Contains
- Not Ends With
- Is Empty
- Is Not Empty

Enter in the “Value”. In this example, we have chosen the “Supplier Item Number”. Enter the “Supplier Item Number”. Click on the “Go” button.

Print Duplicate Filter How do I?

Plant: All Plants | Cards: All | Show: Cards List | Category: All | RYG: All | Items printed on or after: 12/30/2013

Supplier Item No. | Equal To | 24681 | Go

The “Item” appears. Click on the “Show Cards” button.

Print Duplicate Items List Filters Views How do I?

Plant: All Plants | Cards: All | Show: Items List | Category: All | RYG: All | Items printed on or after: 09/23/2013

Supplier Item No. | Equal To | 24680 | Go

Show Cards | >>

RYG	Item	Description	Total Cards	Total Qty	Plant
	24680	Widget	2	100	TBJ

Click in the selection box next to the card(s) to print and a checkmark will appear. Click on the “Print” button.

Print Duplicate Cards List Views How do I?

Find Card ID

No.Of Copies: Use Plant To Supplier Setting Use Plant Setting Use Input Value

<input type="checkbox"/>	Card ID ▲	Supplier Item No. ▲	Release Date ▼	Reqd Ship ▲	Card State ▼	Card Qty ▼	PO # ▼	PO Line # ▼	PrintDate ▼
<input checked="" type="checkbox"/>	KCD4N38CNAS8	24681	12/29/2013	01/06/2014	In Transit	25	123567	1,000	12/30/2013
<input type="checkbox"/>	KCD4N39CNA55	24681	12/29/2013	01/06/2014	In Transit	25	123567	1,000	12/30/2013

Sorted by: Supplier Item No., Reqd Ship, Card ID 1 to 2 of 2

The card(s) have now been “Sent to Printer Successfully”

Print Duplicate Cards Results How do I?

Card ID	Supplier Item No.	Description
KCD4N38CNAS8	24681	Sent to Printer Successfully.