



Ultriva 7.6 and Higher
Supplier
Reschedule an Order
Reference Guide

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Reschedule an Order

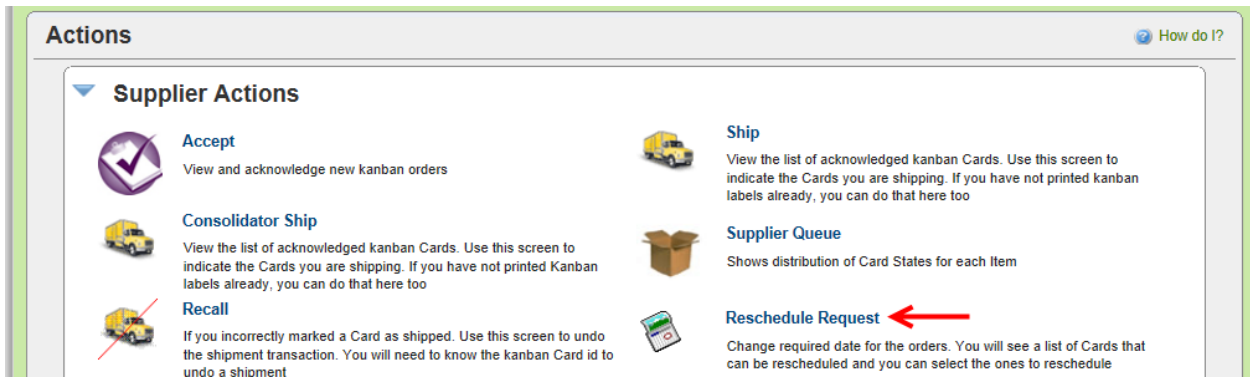


Quick Tip – All orders that have been released to a supplier can be rescheduled. Once an order is rescheduled either by the “Plant” or “Supplier” the order it may need approval based on the configuration settings. A “Supplier Reschedule” would be approved by the Plant and a “Plant Reschedule” would be approved by the Supplier. It is best to communicate with the Plant if you are rescheduling an order.

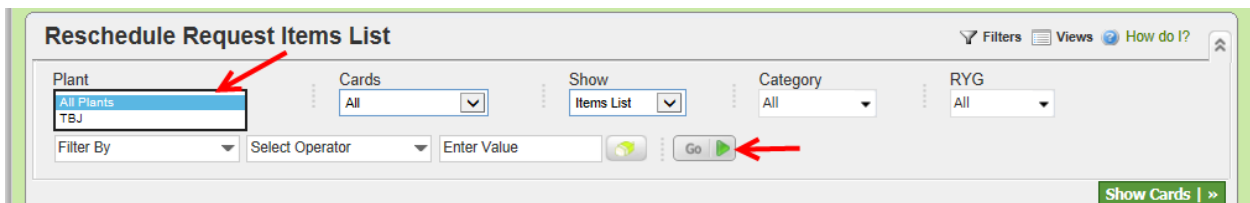
To navigate to “Reschedule Request”, click on “Actions”



Click on “Reschedule Request”



If a supplier ships to multiple “Plants”, click on the drop down arrow in the “Plant” field. Select the “Plant” and click on the “Go” button.



Click on the **part number** to advance to the “Reschedule Cards” list, or click on a **line item** and the **line will highlight**. If you **highlighted the line**, click on the “**Show Cards**” button.



Quick Tip – If the selections are not what was intended to be rescheduled, the “Filter” can be changed by clicking on the “Change Filter” button. The “Filter” allows the user to select specific criteria for the action they are performing. Once you advance to the “Show Cards” list, you will see the “Change Filter” button.

If further filtering is required, click on the link below for detail instructions on setting a filter.

[Reschedule Cards Filter](#)

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

To change the “Required Ship Date” click in the “New Required Ship Date” field and a calendar will appear. Click on the “New Date”

Card ID	Supplier Item No.	Release Date	Reqd Ship	Reqd Receive	Card Qty	New Card Qty	New Reqd Ship Date	Reschedule Reason	Unit Price	New P
<input checked="" type="checkbox"/> KCD4NZWCNADH	242424	10/10/2014	10/13/2014	10/14/2014	100	100			55.5500	55.5
<input checked="" type="checkbox"/> KCD4NZXCNABT	242424	10/10/2014	10/13/2014	10/14/2014	100	100			55.5500	55.5
<input checked="" type="checkbox"/> KCD4P39CNAWA	242424	10/13/2014	10/14/2014	10/15/2014	100	100			55.5500	55.5
<input type="checkbox"/> KCD4P5VCNADX	242424	11/03/2014	11/04/2014	11/05/2014	100	100			55.5500	55.5
<input checked="" type="checkbox"/> KCD4P5WCNAJS	242424	11/03/2014	11/04/2014	11/05/2014	100	100			55.5500	55.5
<input type="checkbox"/> KCD4P5XCNALG	242424	11/03/2014	11/04/2014	11/05/2014	100	100			55.5500	55.5
<input type="checkbox"/> KCD4P5YCNARD	242424	11/03/2014	11/04/2014	11/05/2014	100	100			55.5500	55.5

Tool Tip – The “Apply to All” icons are located on all Action screens where repeated data is entered. Data such as New Required Ship Date, is where this tool comes in real handy. Enter the data into a field and click on the “Apply to All” icon for that field. The data will then populate for all of the selected cards below.

Click on the “Apply to All” icon and the new date will be applied to all orders selected. Notes may be attached at this time by clicking on the “Attach Notes” button.

Card ID	Supplier Item No.	Release Date	Reqd Ship	Reqd Receive	Card Qty	New Card Qty	New Reqd Ship Date	Reschedule Reason	Unit Price	New P
<input checked="" type="checkbox"/> KCD4NZWCNADH	242424	10/10/2014	10/13/2014	10/14/2014	100	100	12/04/2014		55.5500	55.5
<input checked="" type="checkbox"/> KCD4NZXCNABT	242424	10/10/2014	10/13/2014	10/14/2014	100	100	12/04/2014		55.5500	55.5
<input checked="" type="checkbox"/> KCD4P39CNAWA	242424	10/13/2014	10/14/2014	10/15/2014	100	100	12/04/2014		55.5500	55.5

Click on the “Reschedule” button.

Card ID	Supplier Item No.	Release Date	Req'd Ship	Req'd Receive	Card Qty	New Card Qty	New Req'd Ship Date	Reschedule Reason	Unit Price	New Price
KCD4NZWCNADH	242424	10/10/2014	10/13/2014	10/14/2014	100	100	12/04/2014		55.5500	55.5
KCD4NZXCNABT	242424	10/10/2014	10/13/2014	10/14/2014	100	100	12/04/2014		55.5500	55.5
KCD4P39CNAWA	242424	10/13/2014	10/14/2014	10/15/2014	100	100	12/04/2014		55.5500	55.5

The “Cards Successfully Rescheduled”

Card ID	Supplier Item No.	Description
KCD4NZWCNADH	242424	Please call the Buyer Lori McNeely and request that he/she approve the requested changes.
KCD4NZXCNABT	242424	Please call the Buyer Lori McNeely and request that he/she approve the requested changes.
KCD4P39CNAWA	242424	Please call the Buyer Lori McNeely and request that he/she approve the requested changes.

 **Important – Contact the Customer Buyer/Material Analyst and request that he/she approves the requested changes. The “Reschedule” must be approved in order to “Ship” the cards.**

Reschedule 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 a **supplier ships** to many “Plants”, click on the **dropdown arrow** in the “Plant” field and a **drop down list** appears. Click on a “Plant”

Reschedule Request Items List

Plant: All Plants (dropdown arrow highlighted with red arrow), TBJ

Cards: All

Show: Items List

Category: All

RYG: All

Filter By: Select Operator, Enter Value

Go

Show Cards | >>

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.

Reschedule Request Items List

Plant: All Plants

Cards: All (dropdown arrow highlighted with red arrow), Past Due, Due Today, Due Tomorrow, Due in 2 Days, Due in 3 Days, Due in 4 Days, Due in 5 Days, Due in 7 Days, Due in Future Days

Show: Items List (dropdown arrow highlighted with red arrow)

Category: All (dropdown arrow highlighted with red arrow)

RYG: All (dropdown arrow highlighted with red arrow)

Filter By: Select Operator, Enter Value

Go

Show Cards | >>

RYG	Item	Description	Total Cards	Total Qty	Plant
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Quick Tip – 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 “Supplier Item No”

Reschedule Request Items List

Plant: All Plants

Cards: All

Show: Items List

Category: All

RYG: All

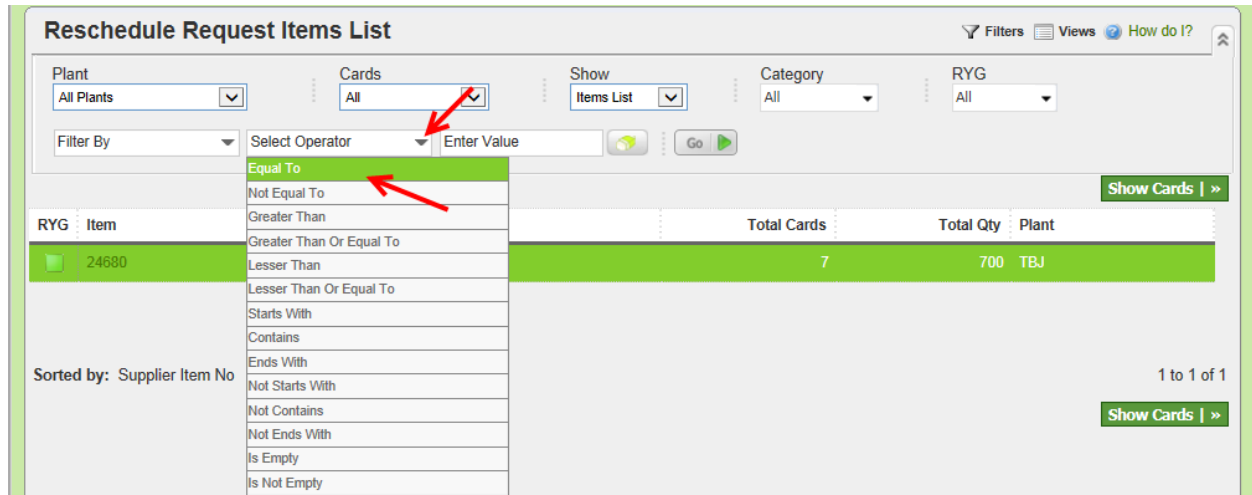
Filter By: (dropdown arrow highlighted with red arrow), Select Operator, Enter Value

Go

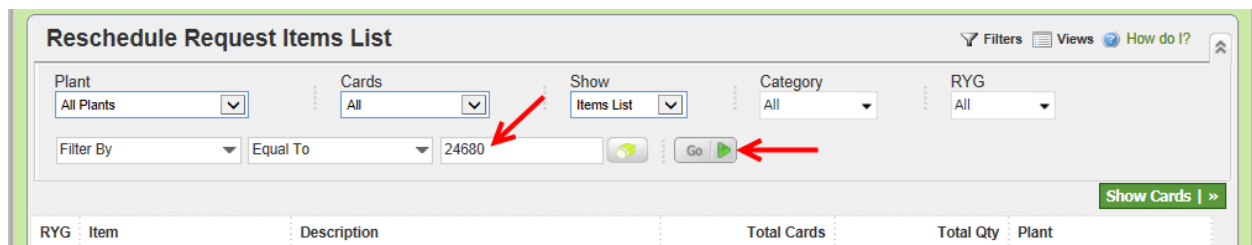
Show Cards | >>

RYG	Item	Description	Total Cards	Total Qty	Plant
	WorkOrder No.	Budget	7	700	TBJ

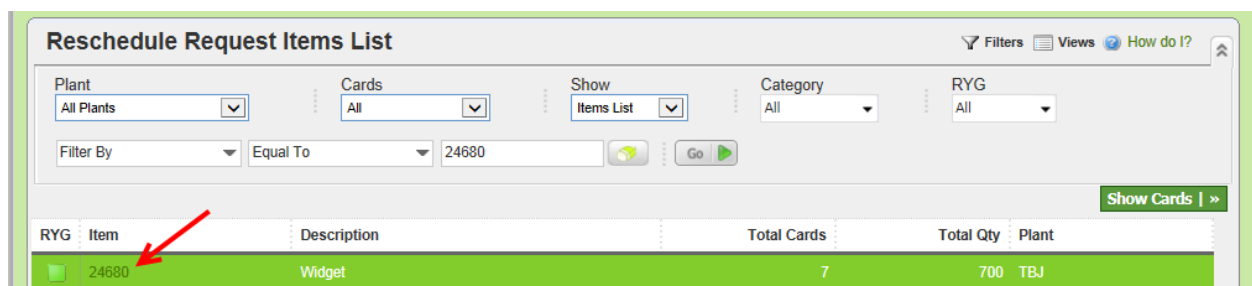
Click on the **dropdown arrow** in the **“Select Operator”** field and a **drop down list** appears. Click on a selection. *In this example we will select “Equal To”.*



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 “Supplier Item No.”*



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



! *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 Reschedule an Order screen.

