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# Ultriva 7.6 and Higher Setting up the Supplier Calendar Reference Guide

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## Navigate to the Supplier Calendar

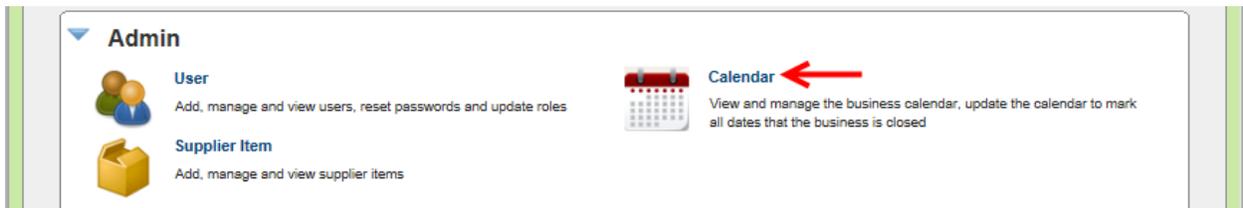


*Important – The Calendar must be up to date with all Holidays as this prevents the calculated Ship Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.*

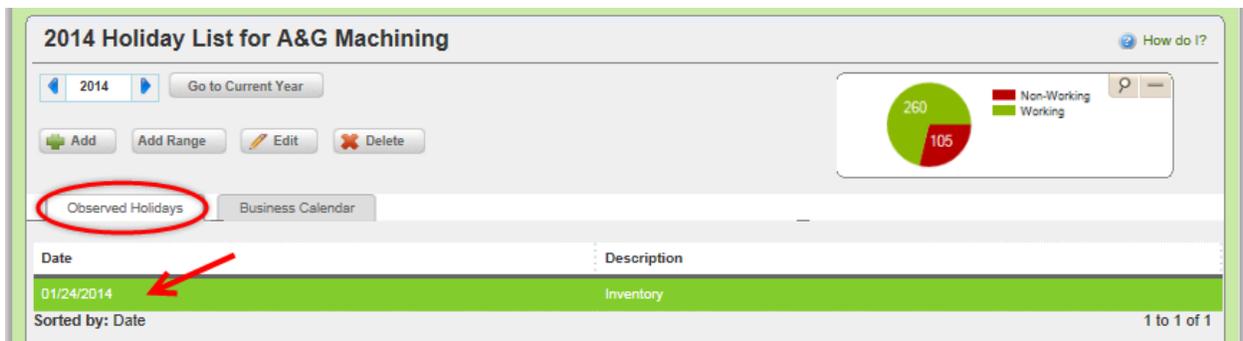
To navigate to the “**Supplier Calendar**”, Click on “**Admin**”



Click on “**Calendar**”



The “**Observed Holidays**” screen appears with a **list of all holidays** that have been entered into the system.



If you came from another page, click on the link below to return to your previous page.

[Return to Add Holiday Observed Calendar](#)

[Return to Delete Holiday](#)

[Return to the Adding a Date Range](#)

[Return to the Business Calendar Add Holiday](#)

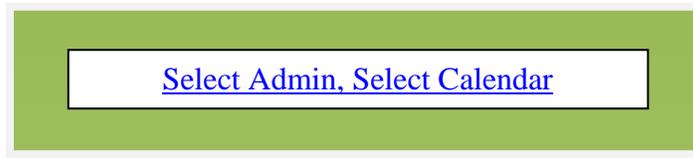
[Return to Editing a Calendar Description](#)

[Return to Turn a Non Work day into a Work Day](#)

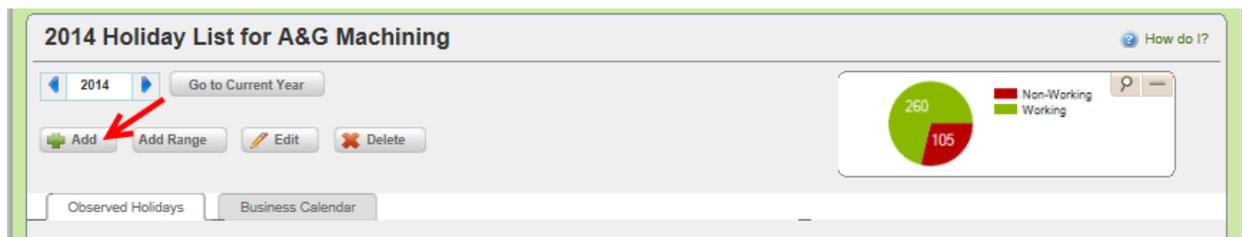
## Add a Holiday - Observed Holiday List

To “**Add a Holiday**”, you must be logged in to the “**Supplier Calendar**”. If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

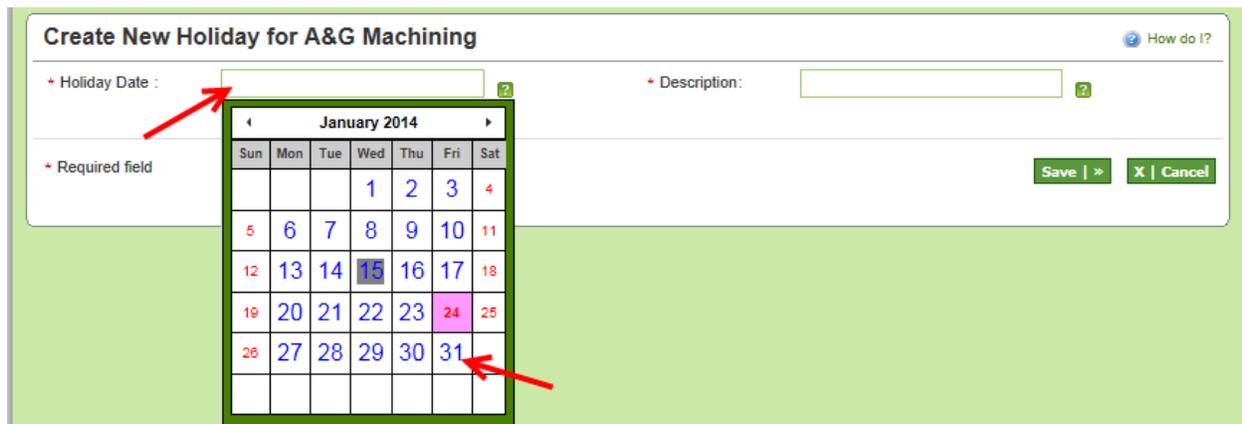
*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*



To **Add a Holiday**, click on the “**Add**” button.



Click in the “**Holiday Date**” field and a calendar will appear. Click on the “**Date**” for the holiday.



The date will now appear. **Enter the “Description”** of the holiday and **click** on the **“Save”** button.

**Create New Holiday for A&G Machining** How do I?

\* Holiday Date : 01/31/2014 ?

\* Description: Supplier Shutdown X ?

\* Required field

Save | X | Cancel

The **Holiday** has now been **added successfully**.

**2014 Holiday List for A&G Machining** How do I?

Holiday 1/31/2014 added successfully

2014 Go to Current Year

Add Add Range Edit Delete

Observed Holidays Business Calendar

Date ▲ Description ▼

01/24/2014	Inventory
01/31/2014	Supplier Shutdown

Sorted by: Date 1 to 2 of 2

259 Working 106 Non-Working

## Add a Range of Dates to the Calendar

To “**Add a Range of Dates**”, you must be logged in to the “**Supplier Calendar**”. If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

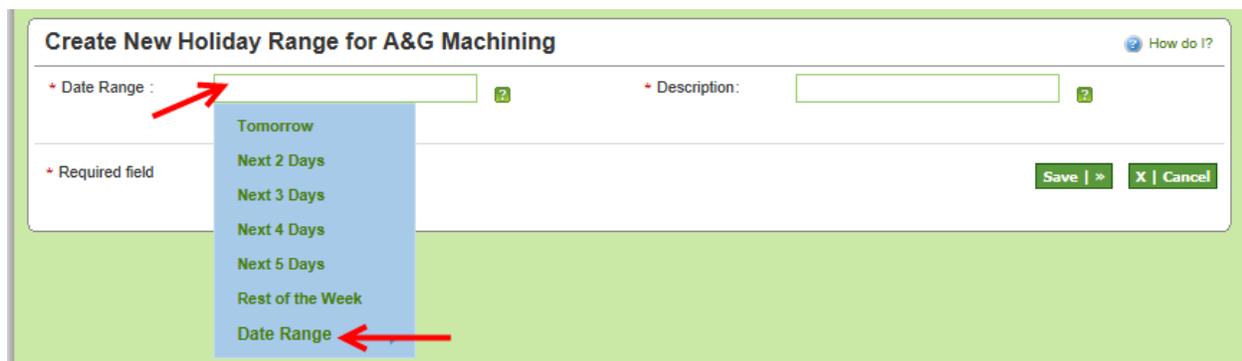
*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*



To “**Add a Range of Dates**”, click on the “**Add Range**” button.



Click on a “**predefined date range**” or select your own by clicking on “**Date Range**”



When entering a “Date Range”, click on the start date in the “Start Date” calendar (Left Side), click on an end date on the “End Date” Calendar (Right Side). Click on the “Done” button to select the range.

Tomorrow  
Next 2 Days  
Next 3 Days  
Next 4 Days  
Next 5 Days  
Rest of the Week  
Date Range

Start Date							End Date						
January 2014													
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30	31	

Done

Add the “Description” then click on the “Save” button.

01/27/2014-01/30/2014

Supplier Shutdown

Save

The “Holiday Range” has been added successfully.

Holiday Range added successfully

2014 Go to Current Year

Add Add Range Edit Delete

Observed Holidays Business Calendar

Date	Description
01/24/2014	Inventory
01/27/2014	Supplier Shutdown
01/28/2014	Supplier Shutdown
01/29/2014	Supplier Shutdown
01/30/2014	Supplier Shutdown
01/31/2014	Supplier Shutdown

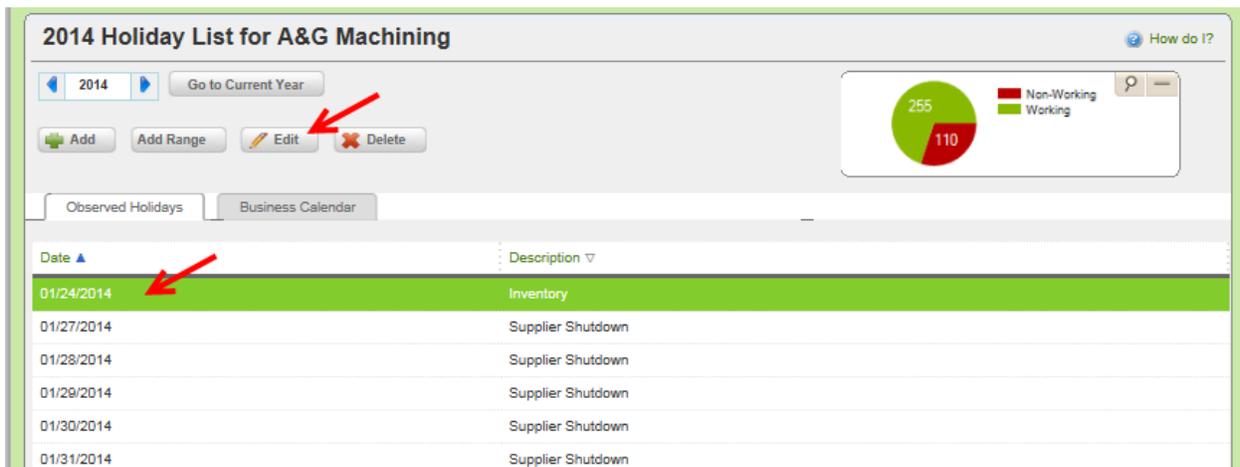
## Edit a Calendar Description

To “**Edit a Calendar Description**”, you must be logged in to the “**Supplier Calendar**”. If you have not already navigated to the “**Supplier Calendar**”, **Select “Admin”, Select “Calendar”**”.

*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*

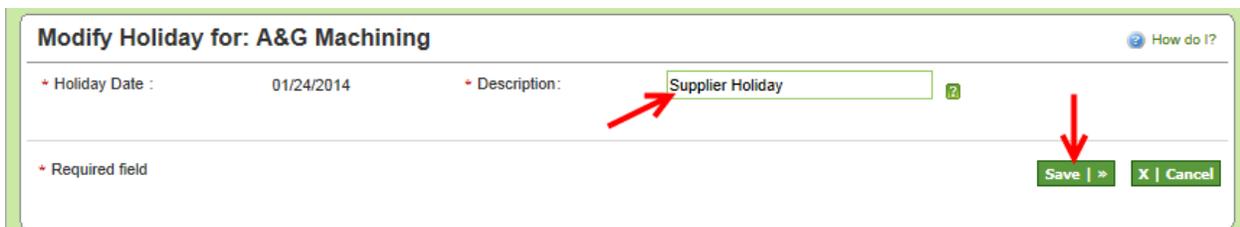


To “**Edit a Calendar Description**”, **click** on the “**Date**” to **edit** and the line will highlight. **Click** on the “**Edit**” button.



Date ▲	Description ▼
01/24/2014	Inventory
01/27/2014	Supplier Shutdown
01/28/2014	Supplier Shutdown
01/29/2014	Supplier Shutdown
01/30/2014	Supplier Shutdown
01/31/2014	Supplier Shutdown

**Add** a new “**Description**” then **click** on the “**Save**” button.



\* Holiday Date : 01/24/2014 \* Description :

\* Required field

The **Description** has been **modified successfully** from “**Inventory**” to “**Supplier Holiday**”.

2014 Holiday List for A&G Machining

How do I?

Holiday 1/24/2014 modified Successfully

2014 Go to Current Year

Add Add Range Edit Delete

255 Non-Working Working 110

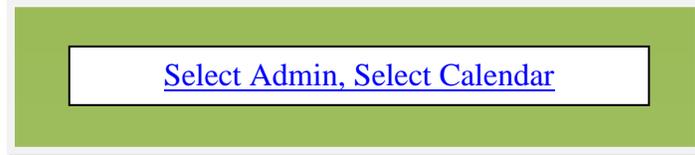
Observed Holidays Business Calendar

Date ▲	Description ▼
01/24/2014	Supplier Holiday
01/27/2014	Supplier Shutdown

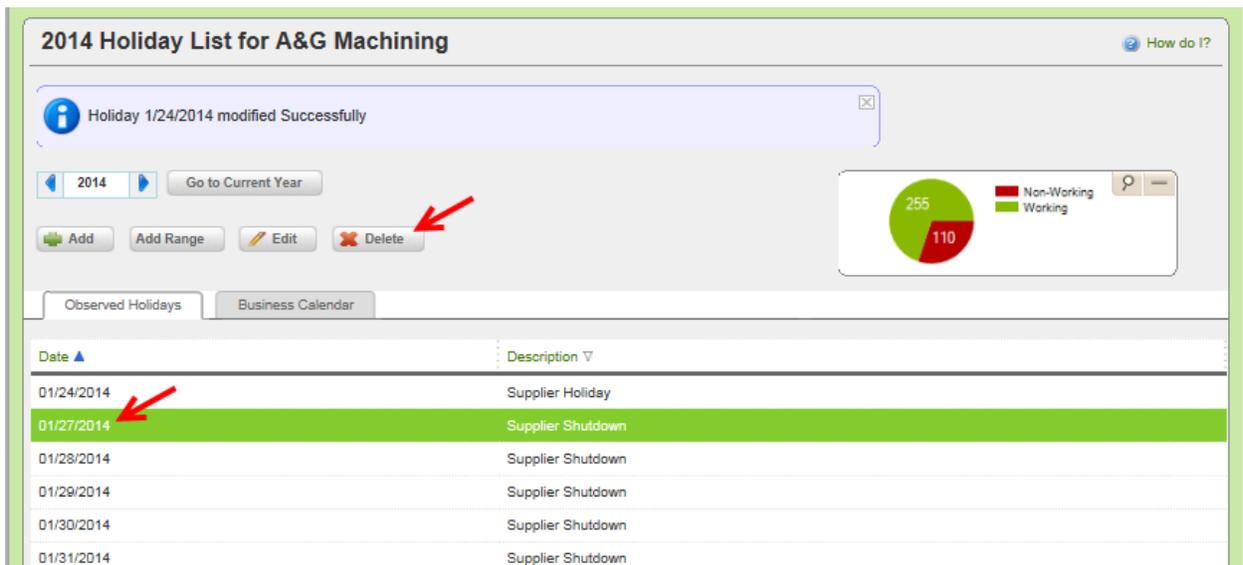
## Delete a Holiday

To “**Delete a Holiday**”, you must be logged in to the “**Supplier Calendar**”. If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*

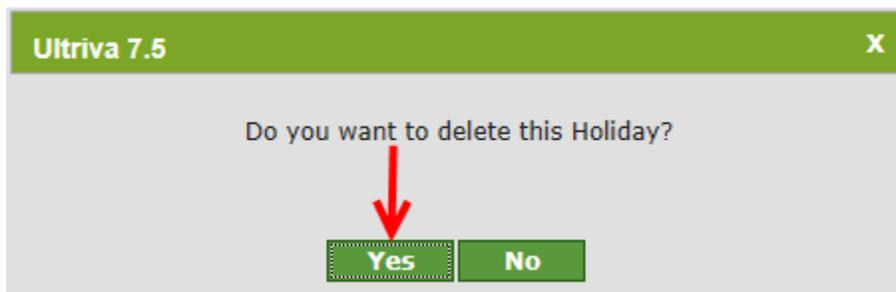


To “**Delete a Holiday**”, select the “**Date**” to delete. Click on the “**Delete**” button.



Date ▲	Description ▼
01/24/2014	Supplier Holiday
01/27/2014	Supplier Shutdown
01/28/2014	Supplier Shutdown
01/29/2014	Supplier Shutdown
01/30/2014	Supplier Shutdown
01/31/2014	Supplier Shutdown

Click on the “**Yes**” button.



The **holiday** has been **removed** from the list and has been **deleted successfully**

2014 Holiday List for A&G Machining How do I?

Holiday 1/27/2014 deleted Successfully

2014 Go to Current Year

Add Add Range Edit Delete

Observed Holidays Business Calendar

Date ▲	Description ▼
01/24/2014	Supplier Holiday
01/28/2014	Supplier Shutdown
01/29/2014	Supplier Shutdown
01/30/2014	Supplier Shutdown
01/31/2014	Supplier Shutdown

Pie Chart: 256 Working (Green), 109 Non-Working (Red)

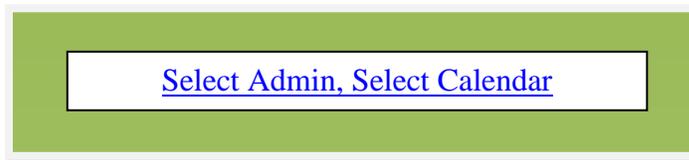
## Business Calendar View



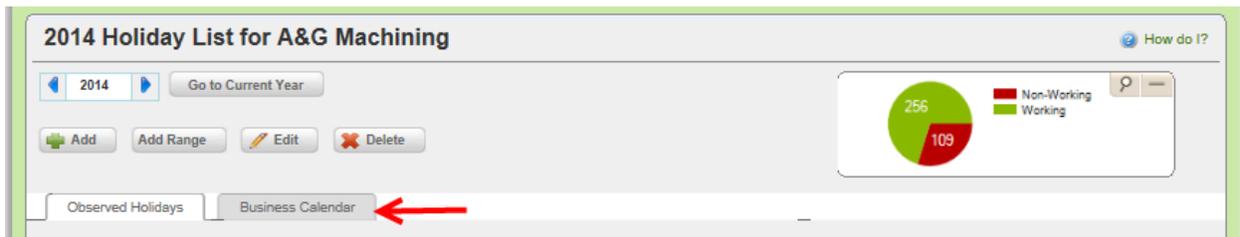
*Important – The Calendar must be up to date with all Holidays as this prevents the calculated Ship Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.*

To view the “**Business Calendar**”, you must be logged in to the “**Supplier Calendar**”. If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

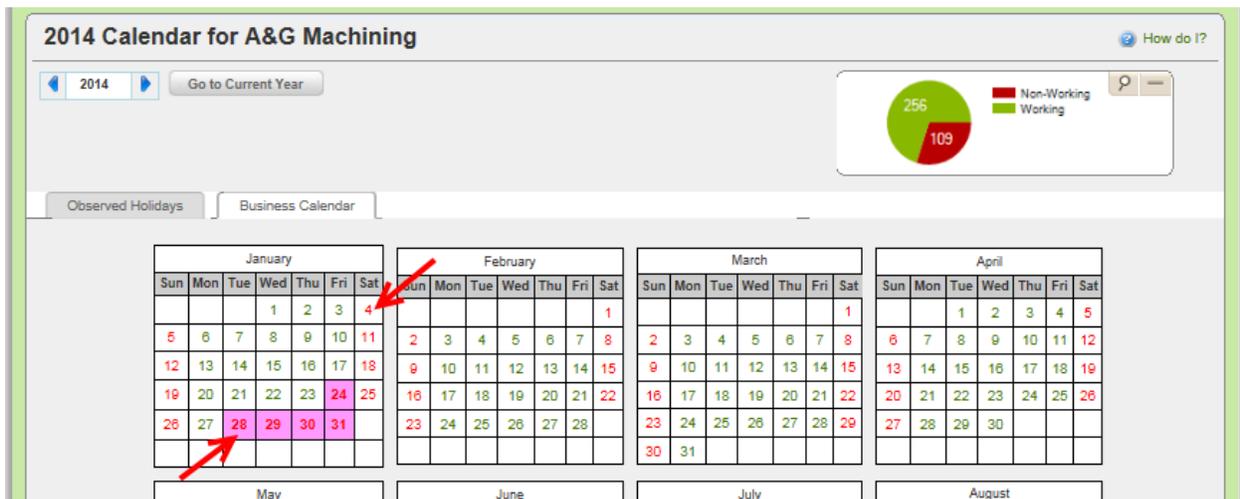
For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



To “**View the Business Calendar**”, click on the “**Business Calendar**” tab.



The **calendar** screen appears. All of the “**Holidays**” dates are filled in **pink**. All “**Non-Work**” days will appear in **red** font.



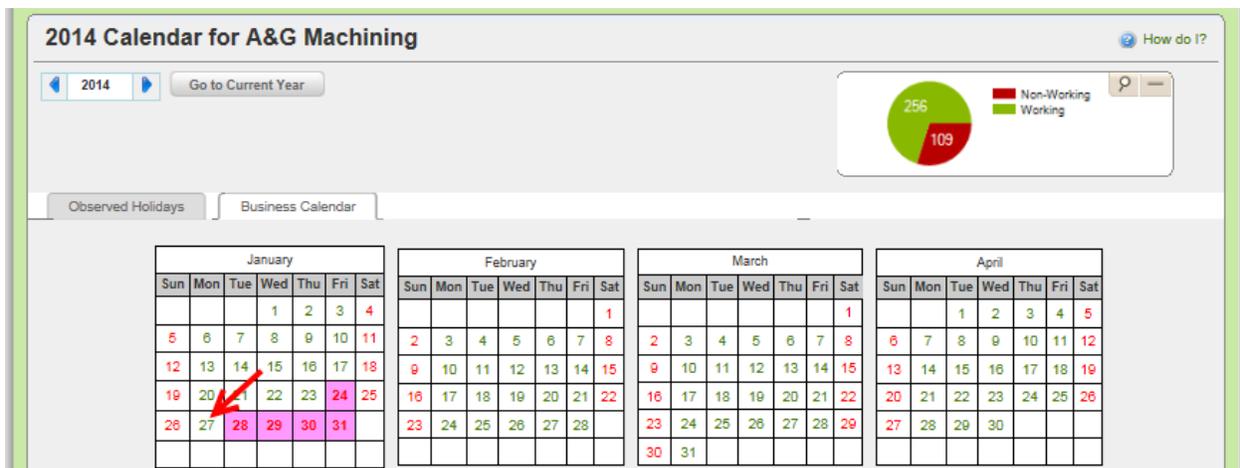
## Add a Holiday in the Business Calendar

To “**Add a Holiday**” in the “**Business Calendar**”, you must be logged in to the “**Supplier Calendar**”. If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

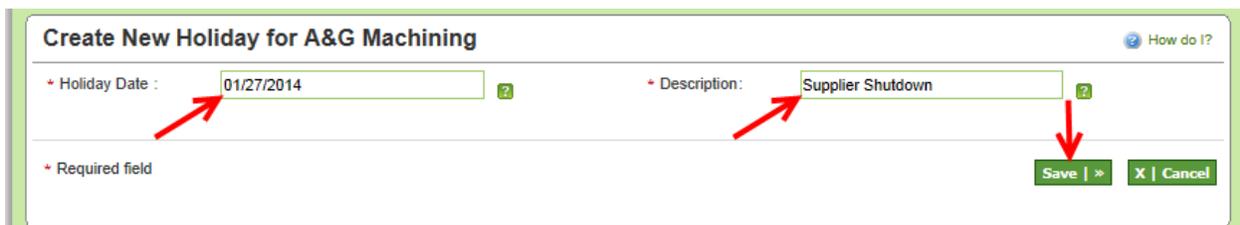
*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*



To “**Add a Holiday**” in the “**Business Calendar**”, click on the “**Calendar Date**” of the **holiday**



The **date appears**. Enter the “**Description**” of the holiday. Click on the “**Save**” button



\* Holiday Date :  ?

\* Description:  ?

\* Required field

The **holidays** appear on the Calendar. All “**Holiday**” days are filled in **pink** and the date font has turned **red**.

The screenshot shows a web interface for a 2014 calendar. At the top, a notification bar states "Holiday 1/27/2014 added successfully" with a red arrow pointing to the date. Below this, there are navigation buttons for "2014" and "Go to Current Year". A pie chart on the right indicates 255 working days (green) and 110 non-working days (red). The main calendar grid shows the months of January, February, March, and April. In January, the dates 27, 28, 29, 30, and 31 are highlighted in pink, indicating they are holidays. The text "Observed Holidays" and "Business Calendar" is visible at the bottom of the calendar grid.

## Turn a Non-Work Day into a Work Day



*Quick Tip – All non-Working days are in **Red** font. All Saturdays and Sundays by default, are a non-working day.*

To change a “**Non-Work Day**” into a “**Work Day**”, you must be logged in to the “**Supplier Calendar**”. If you have not already navigated to the “**Supplier Calendar**”, **Select “Admin”**, **Select “Calendar”**”.

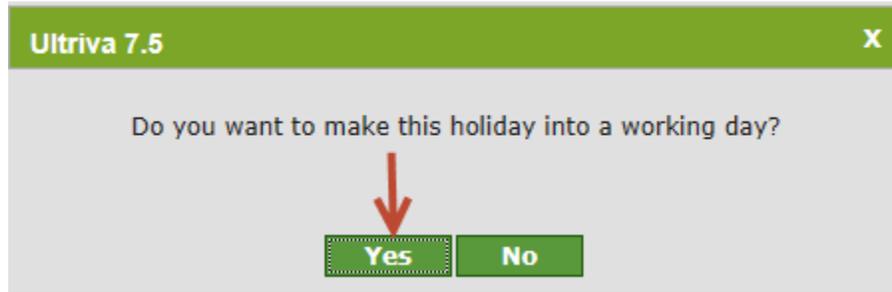
*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*

[Select Admin, Select Calendar](#)

To change a “**Non-Work Day**” into a “**Work Day**”, **click** on the “**Date**” chosen for this action

The screenshot displays the "2014 Calendar for A&G Machining" interface. At the top, there is a notification: "Holiday 1/27/2014 added successfully". Below this, there are navigation controls for the year (2014) and a "Go to Current Year" button. A pie chart shows the status of days: 255 Working (green) and 110 Non-Working (red). The main area contains a grid of monthly calendars for January through August. The "Business Calendar" tab is selected. In the February calendar, a red arrow points to the date "8", which is highlighted in red, indicating it is a non-working day.

Click on the “Yes” button.



*Quick Tip – When a non-work day becomes a work day, all new releases in Ultriva will use this day in the Lead Time calculation and will schedule accordingly.*

The **font** has now **turned green** and the **date** selected has now been converted to a **work day**.

2014 Calendar for A&G Machining

Weekly holiday 2/8/2014 is converted to working day!

2014 Go to Current Year

256 Non-Working 109 Working

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4						1								1							5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	8	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	16	17	18	19	20	21	22
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

May June July August