Ultriva 8.0 and Above

Approve or Reject Supplier Reschedule Request

Reference Guide

Table of Contents

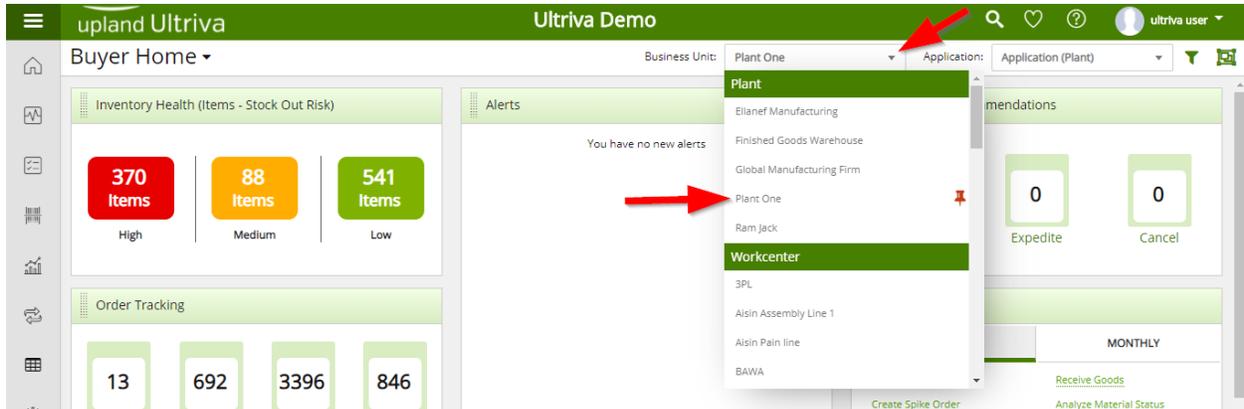(*Click to follow link*)

Home/Default Order Tracking – Approve/Reject Supplier Reschedule Request
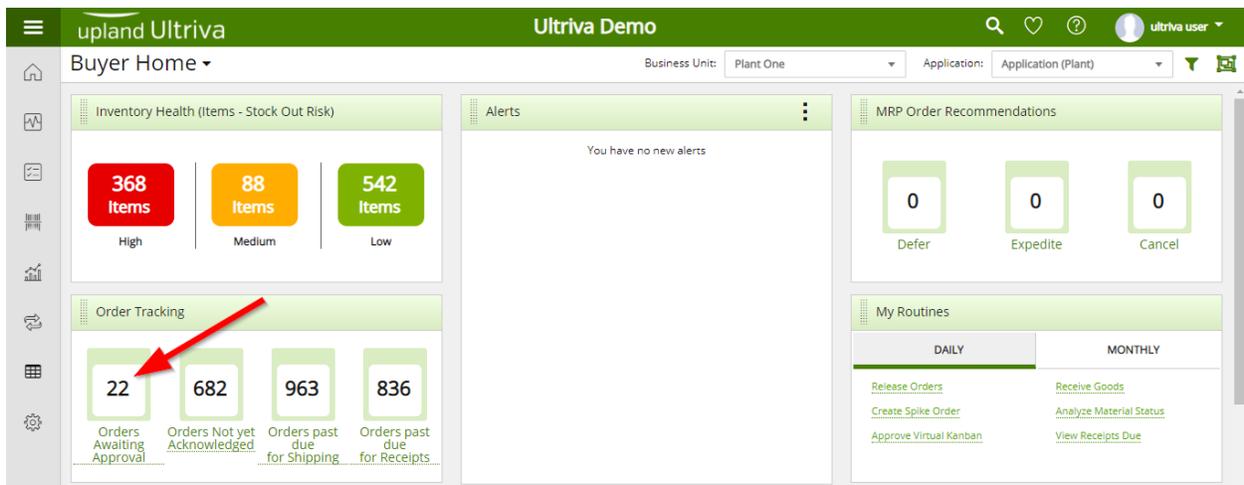
! *Important – If the supplier reschedules an order, it must be approved or rejected prior to being shipped.*

To **navigate** to **Approve Supplier Reschedule Request, select** the "**Plant or** "**Workcenter**"

From the **Home/Default** screen, **place** the cursor in the "**Order Tracking/Orders Awaiting Approval**" field.

A **selection** list **appears. Click** on "**Reschedule Approval**"

 Quick Tip – Notes may be attached at this time by clicking on the "Attach Notes" *button. If the request will be rejected, it may be a good idea to send the supplier a "Note" as to* *why it is being "Rejected".*

Click in the **selection box** at the column heading to **select all cards** or **select** the **cards** **individually**. A **checkmark will appear**. **Click** on the "**Approve**" button to accept the request or **click** on the "**Reject**" button to **reject** the **request**.

If "**Approve**" was selected, the "**Supplier Reschedule Successfully Approved**"

If "**Reject**" was selected, the "**Supplier Reschedule Successfully Rejected**"

Reject Supplier Reschedule Cards Results   ❓

| | | ← Back To Items | ← Back To Cards |

Following Cards were successful

	Card ID	Item	Description
	KCDJS7VCNAY7	458962	Supplier Reschedule Successfully Rejected. ⬅

Actions – Approve/Reject Supplier Reschedule Request

⚠️ *Important – If the supplier reschedules an order, it must be approved or rejected prior to being shipped.*

To **navigate** to **Approve Supplier Reschedule Request, select** the "**Plant or** "**Workcenter**"

Click on "**Actions**"

Click on "**Approve Supplier Reschedule Request**"

Click on the **dropdown arrow** and **select** the "**Supplier**". **Click** on the "**Go**" button.

The "**Reschedule Approval**" items **appear**. **Click** on the **part number** to **advance** to the **next screen or click** on the **line item** to **highlight** the **line**. **Click** on the "**Show Cards**" button.

 Quick Tip – Notes may be attached at this time by clicking on the "Attach Notes" button. If the request will be rejected it may be a good idea to send the supplier a "Note" as to why it is being "Rejected"

Click in the **selection box** at the column heading to **select all cards** or **select** the **cards individually**. A **checkmark will appear**. **Click** on the "**Approve**" button to **accept** the **request** or **click** on the "**Reject**" button to **reject** the request.

If "**Approve**" was selected, the "**Supplier Reschedule Successfully Approved**"

Approve Supplier Reschedule Cards Results

	Card ID	Item	Description
	KCDA7U4CNAGQ	10013021	Supplier Reschedule Successfully Approved.

Following Cards were successful

If "**Reject**" was selected, the "**Supplier Reschedule Successfully Rejected**"

Reject Supplier Reschedule Cards Results

	Card ID	Item	Description
	KCDJS7VCNAY7	458962	Supplier Reschedule Successfully Rejected.

Following Cards were successful