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**Ultriva 8.0 and Above**

**Approve or Reject Supplier  
Reschedule Request**

**Reference Guide**

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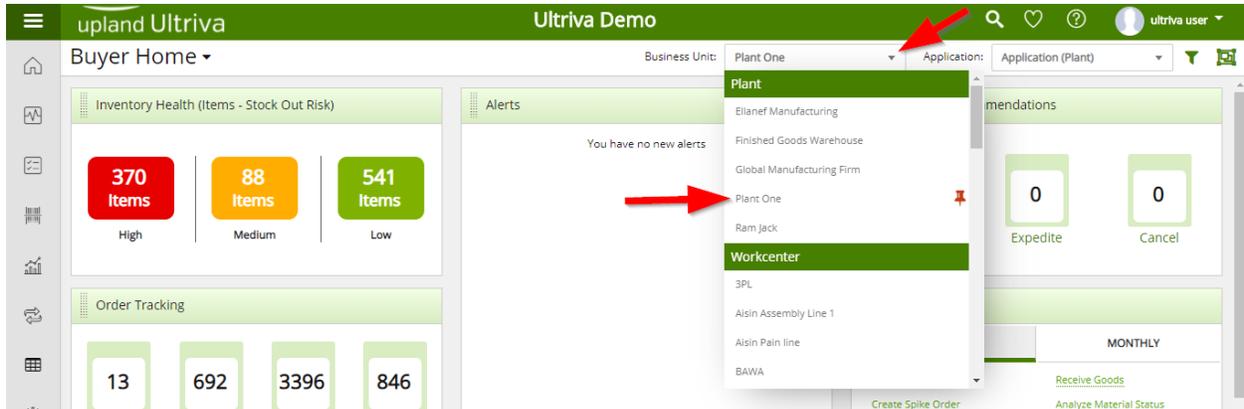
*(Click to follow link)*

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## Home/Default Order Tracking – Approve/Reject Supplier Reschedule Request

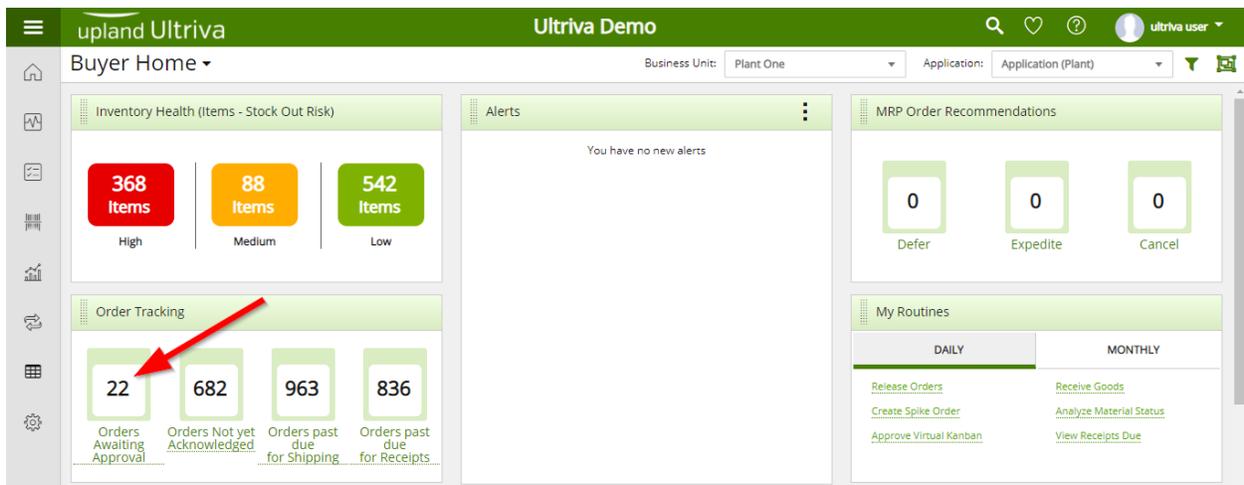
 **Important** – If the supplier reschedules an order, it must be approved or rejected prior to being shipped.

To navigate to Approve Supplier Reschedule Request, select the “Plant or “Workcenter”



The screenshot shows the Ultriva Buyer Home interface. The Business Unit dropdown menu is open, displaying a list of options. A red arrow points to the 'Plant One' option in the 'Plant' section. The interface includes sections for Inventory Health (High: 370 Items, Medium: 88 Items, Low: 541 Items), Alerts (You have no new alerts), and Order Tracking (13, 692, 3396, 846). The right side shows MRP Order Recommendations (0 Expedite, 0 Cancel) and My Routines (MONTHLY).

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



The screenshot shows the Ultriva Buyer Home interface. The Order Tracking section is highlighted with a red arrow pointing to the 'Orders Awaiting Approval' field, which displays the number 22. The interface includes sections for Inventory Health (High: 368 Items, Medium: 88 Items, Low: 542 Items), Alerts (You have no new alerts), and MRP Order Recommendations (0 Defer, 0 Expedite, 0 Cancel). The right side shows My Routines (DAILY, MONTHLY) with links for Release Orders, Create Spike Order, Approve Virtual Kanban, Receive Goods, Analyze Material Status, and View Receipts Due.

A selection list appears. Click on “Reschedule Approval”

The screenshot shows the 'Order Tracking' dashboard with four summary cards: 22, 682, 963, and 836. Below these is a blue selection list titled 'Awaiting Approval Details' with the following items:

- Inspect Approval: 6
- Reschedule Approval: 13 (indicated by a red arrow)
- Release Approval: 0
- Runline Approval: 3

To the right of the list is a section titled 'Orders past due for Receipts' with a vertical ellipsis menu.



*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.

The screenshot shows the 'Approve Supplier Reschedule Cards List' interface. At the top right, there are buttons for 'Approve', 'Reject', 'Attach Notes', 'Back To Items', and 'Change Filter', with red arrows pointing to the first three. Below the buttons is a search bar and sorting options. The main table has the following columns:

	Reschedule Direction	Card ID	Item	Description	Supplier Name	Release Date	Reqd Ship	Reqd Receive	Card Qty	New Req Ship Date	New Req Receive Date
<input checked="" type="checkbox"/>	▶▶	KCDA7U4CNAGQ	10013021	TRIPOD GI2300	ACME, Ltd.	05/11/2016	05/13/2016	05/17/2016	1	04/16/2020	04/20/2020
<input checked="" type="checkbox"/>	▶▶	KCDB5PNCNAGA	10013021	TRIPOD GI2300	ACME, Ltd.	08/17/2016	08/17/2016	08/19/2016	1008	04/16/2020	04/20/2020

If “Approve” was selected, the “Supplier Reschedule Successfully Approved”

The screenshot shows the 'Approve Supplier Reschedule Cards Results' interface. It includes a 'Back To Items' and 'Back To Cards' button. Below is a message: 'Following Cards were successful'. The table below shows the result:

Card ID	Item	Description
KCDA7U4CNAGQ	10013021	Supplier Reschedule Successfully Approved.

A red arrow points to the 'Supplier Reschedule Successfully Approved.' text in the description column.

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
KCDJ57VCNAY7	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.

Approve Supplier Reschedule Items List

Supplier: Bob L Head Supplies (12670) x

Cards: All

Show: Items List

Category: All

RYG: All

Filter By: Select Operator: Enter Value: [Tx] **Go**

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.

Approve Supplier Reschedule Items List

Supplier: Bob L Head Supplies (12670) x

Cards: All

Show: Items List

Category: All

RYG: All

Filter By: Select Operator: Enter Value: [Tx] **Go**

Find Item: **Show Cards**

Sorted by: Item 1 to 2 of 2

RYG	Item	Description	Supplier Name	Total Qty	Total Cards
458962	Test Valves	Bob L Head Supplies	40	8	
LJM-Testitem222	Lori Test Item 222	Bob L Head Supplies	25	1	

**Show Cards**



*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**.

Approve Supplier Reschedule Cards List

Find Card ID: **Approve** **Reject** **Attach Notes** **Back To Items** **Change Filter**

Sorted by: Item, Req'd Receive, Card ID Viewing 1 to 10 of 13 Page 1 of 2

<input type="checkbox"/>	Reschedule Direction	Card ID	Item	Description	Supplier Name	Release Date	Req'd Ship	Req'd Receive	Card Qty	New Req Ship Date	New Req Receive Date
<input checked="" type="checkbox"/>	▶▶	KCDA7U4CNAGQ	10013021	TRIPOD GI2300	ACME, Ltd.	05/11/2016	05/13/2016	05/17/2016	1	04/16/2020	04/20/2020
<input checked="" type="checkbox"/>	▶▶	KCDB5PNCNAGA	10013021	TRIPOD GI2300	ACME, Ltd.	08/17/2016	08/17/2016	08/19/2016	1008	04/16/2020	04/20/2020

If **“Approve”** was selected, the **“Supplier Reschedule Successfully Approved”**

Approve Supplier Reschedule Cards Results ?

[← Back To Items](#) [← Back To Cards](#)

Following Cards were successful

Card ID	Item	Description
KCDATU4CNAGQ	10013021	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
KCDJ57VFNAY7	458962	Supplier Reschedule Successfully Rejected. 