# upland Ultriva

## Ultriva 8.0 and Above Associate a Supplier to a Plant or Workcenter Reference Guide

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### Associate a Supplier(s) to a Plant or Workcenter

### Quick Tip – A supplier can be "Associated" to multiple plants and/or workcenters.

#### Ultriva Demo upland Ultriva ultriva user 🔻 Buyer Home -Business Unit: Plant One Application: Application (Plant) \* ۲ Plant Inventory Health (Items - Stock Out Risk) Alerts mendations $\mathbb{N}$ Ellanef Manufacturing You have no new alerts Finished Goods Warehous ¥\_\_\_\_ Global Manufacturing Fin 370 541 0 0 Items Plant One I Items Ram Jack High Expedite Cancel Workcent ыí 3PL Order Tracking Ŕ Aisin Assembly Line Aisin Pain line MONTHLY ⊞ BAWA 13 692 3396 846 Receive Goods Analyze Material Status

### To navigate to Associate a Supplier, select the "Plant or Workcenter"

#### Click on "Admin"

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â	Buyer Home <del>-</del>	Business Unit: Plant One	Application: Application (Plant)     T
~	Inventory Health (Items - Stock Out Risk)	Alerts	MRP Order Recommendations
	370 88 541	You have no new alerts	
<u> 11111 </u>  11111	Items         Items           High         Medium         Low		Defer Expedite Cancel
Ш			
ţ	Order Tracking		My Routines
m			DAILY MONTHLY
4	13 692 3396 846		Release Orders Receive Goods
Admin	Orders Orders Not yet Orders past Orders past Awaiting <u>Acknowledged</u> due due Approval for Shipping for Receipts		Create Spike Order Analyze Material Status Approve Virtual Kanban View Receipts Due
	MRP Forecasts Gross Requirements	Integration Status (Last 7 days)	

### Click on "Supplier"

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ŵ	Admin Admin				Bu	siness Unit:	Plant One	<b>~</b>	Application: Appli	ication (Plant) -
	✓ Admin									:
5 <u> </u>	<u></u>	User Add, manage and view users, reset		Item Add, manage and view items, assign		Operator W Manage op	<b>Vork Hours</b> erator work hours	~	Dropoff Locatio	n d view Dropoff Location
<u>100001</u> [1000]		passwords and update roles		buyers and associate suppliers	$\cup$	0.				
11	~	User Group Add, manage and view user groups.		Calendar View and manage the business		Supplier Ite Add, manag	em ge and view supplier items		Kanban Label Add, manage an	d view labels
ţ)	-	Change access rights		calendar, update the calendar to mark all dates that the business is closed						
⊞	1	Supplier Add, manage and view suppliers. Set address time zone calendar and label		Rules Add, manage and view alerts, alerts for missed shipments, late receipts, order	*	Tools Tools to cor	nfigure and upload data to		Business Unit	e business unit details
ŝ		formats. Create supplier administrators		acknowledgements and stock outs						
		Workcenters Add, manage and view workcenters. Set address, time zone, calendar and label formats. Create workcenter users	- Contraction of the second se	Production Sequence Configuration Manage and view production sequence configuration, define custom fields, order sort sequence and capacity				Q	Manage Tolerar Set/Update toler items in this bus	nce Percentage rance percentage for siness unit

Select the Supplier. Click on the dropdown arrow in the "More Options" field, Select "Associate Supplier"

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â	Admin > Supplier External Supplier List for Plant One	Busines	ss Unit: Plant One   Application: Application (Plant)   Filters  Oviews  Print  Export  Plant  Plant Plant  Plant  Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Plan
~	Filter By	r Value Go 🕨	
<u>;</u>	Find Name		
<u>10001</u>  0001	+ Add C Edit  View  More Options Configuration External Supplier	_	
а́а т	Sorted by: Name		Viewing 1 to 10 of 51 ∮ Page 1 ▼ of 6 ►
ţ	Survey Attachment Name    Name	Location 1	Code 1
⊞	000720 Score Card	USA	V1234
	1145581	Batavia	V54233H
£	362369	Batavia	V463839
	362439	Batavia	X897654
	AAA Inc	BROOKLYN	VC1234

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â	Admin > Supplement Supplement	<sup>lier</sup> oplier List for	Plant One			Business Ur	nit: Pla	nt One		▼ Aj	pplication:	Applicatior	n (Plant)	•	
	Filter By	▼ Select Operator	▼ Enter Value		Tx Go >										Â
,	Find Name	M 14													l
<u>100.001</u> 100.001	Show Unassigned S	Suppliers 🕼 Upd	ate 🛍 Remove 🗲	Back											C
Mil	Sorted by: Name									Vie	ewing 1 to 10	of51 ∮ Pa	ge 1 🔻	of 6 🕨	
ţ	□ Name ↑	Location 1	Code 1	Site Code	Label		Auto Receive	Auto Start First Operation	Ship Using Shipment Module	Print Using Ultriva Software	Adjust Calculated Required ShipDate to EOD	Auto Accept	Quality Owner		
⊞	000720	USA	V1234		EmersonCNA2D	~				<b>~</b>		*		~	
ŝ	1145581	Batavia	V54233H		Supplier4X6	~				<b>~</b>		*	makil	~	
	362369	Batavia	V463839		Supplier4X6	~						*	makil	~	

Click on "Show Unassigned Suppliers"

Quick Tip – "Multiple Suppliers" can be selected for the Plant and/or Workcenter.

Click in the box next to the "Supplier(s) Name" and a checkmark will appear. Click in the "Code" field and enter the "Supplier's Code".

Other selections that can be made:

Label Auto Receive Auto Start First Operation (Internal Module) Ship using Shipment Module Print Using Ultriva Software Adjust Calculated Requested Ship Date to EOD (End of Day)

Click on the "Assign" button.

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Â	Admin > Su	oplier				Business Unit:	lant One		•	Applicatio	n: Applicat	ion (Plant)	*
	Assign Sup	plier List for P	lant One								🔒 Print	🛃 Export	0
<u>-</u>	Filter By	▼ Select Operator	▼ Enter Value	T×	Go 🕨								Î
5-	Find Name	14 M											
	+ Assign ← Ba	ck						L					
ゴ	Sorted by: Name								Vi	ewing 1 to	10 of 290 🖣 p	age 1 🔻	of 29 🕨
Û	□ Name ↑	Location 1	Code	Site Id	Label		Auto Receive	Auto Start First Operation	Ship Using Shipment Module	Print Using Ultriva Software	Adjust Calculated Reqd ShipDate to EOD	Quality Owner	
⊞	362449	Batavia	123		eBizKanban	~				<b>~</b>		bdority	~
÷.	362530	Batavia			eBizKanban	~				<b>~</b>		bdority	~
	362543	Batavia	321		eBizKanban	~				<b>~</b>		bdority	~
	362596	Batavia			eBizKanban	~				<b>~</b>		bdority	<b>~</b>
					Ultriva © Convright 201	R							

The selected "Supplier(s) are Assigned Successfully"

