



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.

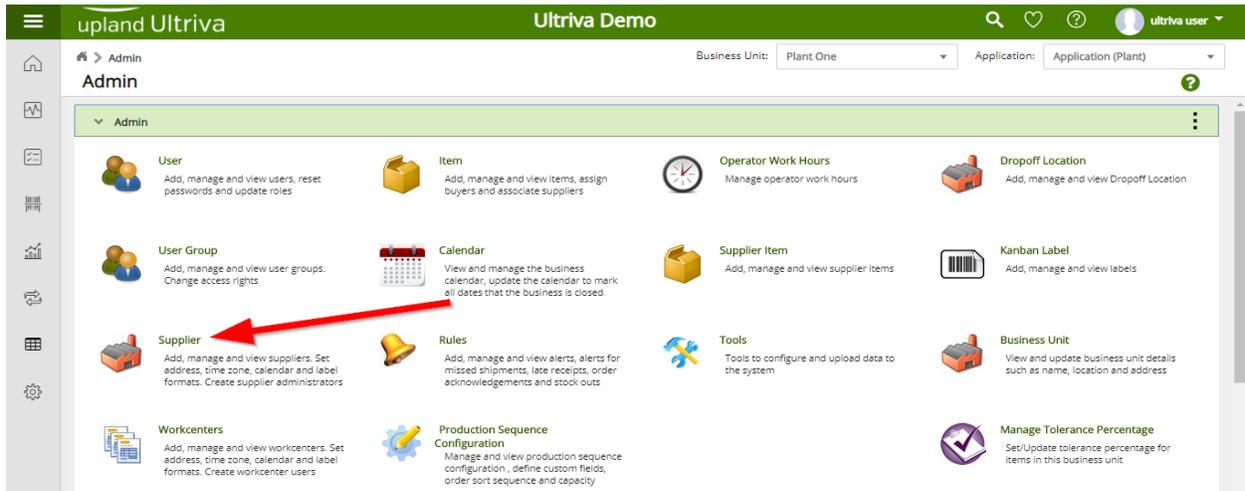
To navigate to Associate a Supplier, select the “Plant or Workcenter”

The screenshot shows the Ultriva Buyer Home interface. The top navigation bar includes 'upland Ultriva', 'Ultriva Demo', and user information. The main content area is divided into several sections: 'Inventory Health (Items - Stock Out Risk)' with three cards for High (370 Items), Medium (88 Items), and Low (541 Items) risk; 'Alerts' showing 'You have no new alerts'; 'Order Tracking' with four cards for 13, 692, 3396, and 846 items; 'MRP Order Recommendations' with three cards for 0 items each, labeled 'Defer', 'Expedite', and 'Cancel'; and 'My Routines' with a 'MONTHLY' tab and several links like 'Release Orders', 'Create Spike Order', 'Approve Virtual Kanban', 'Receive Goods', 'Analyze Material Status', and 'View Receipts Due'. A dropdown menu is open for 'Business Unit: Plant One', showing a list of 'Plant' options (Elianef Manufacturing, Finished Goods Warehouse, Global Manufacturing Firm, Plant One, Ram Jack) and 'Workcenter' options (3PL, Aisin Assembly Line 1, Aisin Pain line, BAWA). A red arrow points to the 'Plant' header, and another red arrow points to the 'Plant One' option.

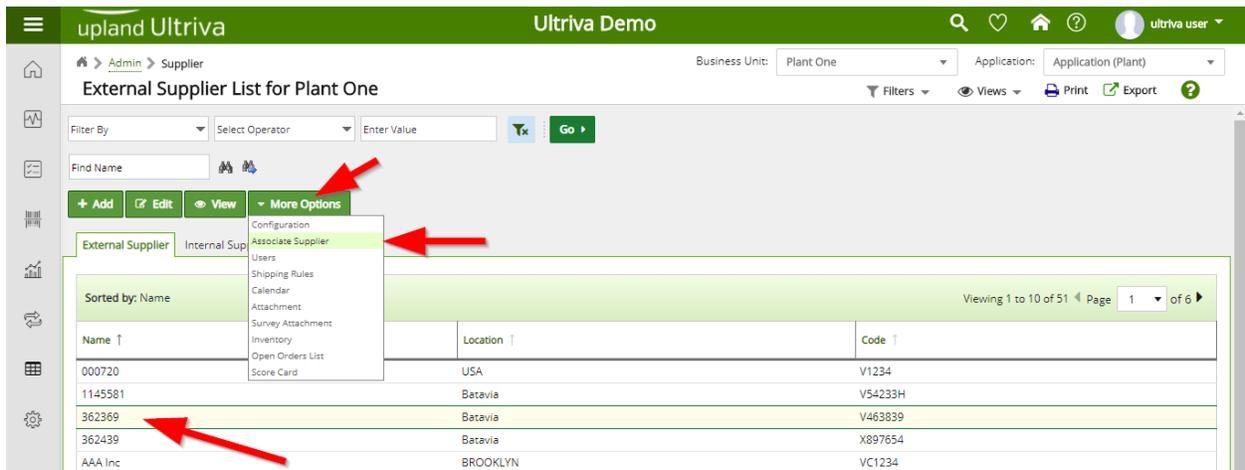
Click on “Admin”

The screenshot shows the Ultriva Buyer Home interface with the 'Admin' button highlighted in the left sidebar. The interface is similar to the previous screenshot, but the 'Admin' button is now visible at the bottom of the sidebar. A red arrow points to the 'Admin' button.

Click on “Supplier”



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



Click on “Show Unassigned Suppliers”

Assigned Supplier List for Plant One

Filter By: Select Operator: Enter Value: **Go**

Find Name: **Show Unassigned Suppliers** **Update** **Remove** **Back**

Sorted by: Name Viewing 1 to 10 of 51 Page 1 of 6

<input type="checkbox"/>	Name ↑	Location ↑	Code ↑	Site Code	Label	Auto Receive	Auto Start First Operation	Ship Using Shipment Module	Print Using Ultriva Software	Adjust Calculated Requested ShipDate to EOD	Auto Accept	Quality Owner
<input type="checkbox"/>	000720	USA	V1234		EmersonCNA2D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1145581	Batavia	V54233H		Supplier4X6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	maki
<input type="checkbox"/>	362369	Batavia	V463839		Supplier4X6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	maki



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.

Assigned Supplier List for Plant One

Filter By: Select Operator: Enter Value: **Go**

Find Name: **Assign** **Back**

Sorted by: Name Viewing 1 to 10 of 290 Page 1 of 29

<input type="checkbox"/>	Name ↑	Location ↑	Code ↑	Site Id	Label	Auto Receive	Auto Start First Operation	Ship Using Shipment Module	Print Using Ultriva Software	Adjust Calculated Requested ShipDate to EOD	Quality Owner
<input checked="" type="checkbox"/>	362449	Batavia	123		eBoKamban	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	bdonity
<input type="checkbox"/>	362530	Batavia			eBoKamban	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	bdonity
<input checked="" type="checkbox"/>	362543	Batavia	321		eBoKamban	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	bdonity
<input type="checkbox"/>	362596	Batavia			eBoKamban	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	bdonity

The selected “Supplier(s) are Assigned Successfully”

