Ultriva 8.0 and Above

Recall an Order

Reference Guide

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Recall an Order

Quick Tip – If a card was shipped in error, it can be "Recalled"

To navigate to "**Recall**" a card, **click** on "**Actions**"

Click on "**Recall**"

Quick Tip – Further filtering can be completed at this time. If there are multiple plants that the supplier ships to, a filter can be set to capture that information. The user can also make selections under the Cards, Show, Category and RYG fields. When the selections have been made and further filtering is not required, the user must click on the "Go" button for the changes to take effect. In this example we will refine the filter to capture the Supplier Item No.

If you ship to multiple plants you can leave it as **All Plants**, or if the plant is incorrect, **click** the "**x**" next to the plant name, then **press the space bar** to get a listing of available plants and **select the correct one** from the list.

Update any of the desired filters then "**click** on the "**Go**" button.

If desired, enter the part number in the "**Find Supplier Item No Box**" then click the **binoculars** icon.

When the row is highlighted, **click** on the "**Show Cards**" button or click the "**Item Number**"

Click in the **selection box** to **select** the **card(s)** and a **checkmark will appear**. **Click** on the "**Recall**" button.
If you do not see your Card ID, it may be on another page.

The **card(s)** have been "**Successfully Recalled**"