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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”

The screenshot shows the 'upland Ultrava' Home page. On the left sidebar, the 'Actions' menu item is highlighted with a red arrow. The main content area features a 'Inventory Health (Items - Stock Out Risk)' section with three cards: 'High' (4 items), 'Medium' (4 items), and 'Low' (20 items). Below this is a 'My Routines' section with 'DAILY' and 'MONTHLY' tabs. Under 'DAILY', there are links for 'Accept Orders' and 'Print Kanban Orders'. Under 'MONTHLY', there are links for 'Ship Goods' and 'Reschedule Request'.

**Click on “Recall”**

The screenshot shows the 'Actions' menu. The 'Recall' action is highlighted with a red arrow. The menu is organized into a grid of actions, each with an icon and a brief description. The actions include: 'Accept' (View the list of acknowledged new kanban orders), 'Recall' (If you incorrectly marked a Card as shipped, use this screen to undo the shipment transaction), 'Set Tracking/Packing Slip Numbers' (View the list of shipped kanban Cards), 'Print PO' (View the list of POs and print PO), 'Ship' (View the list of acknowledged kanban Cards), 'Reschedule Request' (Change required date for the orders), 'Set WorkOrder No.' (View the list of acknowledged kanban Cards), 'Supply Planning' (Supply Planning), 'Consolidator Ship' (View the list of acknowledged kanban Cards), 'Print Labels' (View the list of acknowledged kanban Cards), 'Master Label' (Create master label for shipment), 'Request Quality Approval' (Attach material certificate), 'Supplier Queue' (Shows distribution of Card States for each item), 'Print Duplicate Labels' (View the list of printed kanban Cards), 'Add Notes' (Add notes to one or more Cards in cycle), and 'Invoice Creation' (Invoice creation page).



**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.

Recall Items List

Plant: All Plants X

Cards: All

Show: Items List

Category: All

RYG: All

Filter By: Select Operator: Enter Value: [Yx] [Go]

Find Supplier Item No. [Binoculars]

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

Recall Items List

Plant: All Plants X

Cards: All

Show: Items List

Category: All

RYG: All

Filter By: Select Operator: Enter Value: [Yx] [Go]

Find Supplier Item No. [Binoculars]

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

Recall Items List

Plant: All Plants X

Cards: All

Show: Items List

Category: All

RYG: All

Filter By: Select Operator: Enter Value: [Yx] [Go]

Find Supplier Item No. [Binoculars]

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

Recall Items List

Plant: All Plants X Cards: All Show: Items List Category: All RYG: All

Filter By: Select Operator: Enter Value:

13-61850/021-0179-00

Sorted by: Supplier Item No 1 to 15 of 15

RYG	Item	Description	Total Cards	Total Qty	Total Quarantine Qty	Total Ship Qty	Plant
	12-61958/021-0238-00	Fusite	5	2,835	0	2,768	Compressors ALL
	12-61958/021-0238-00	Terminal - Fused Cluster	3	1,701	0	1,701	Sidney Scroll
	13-61607/021-0163-00	Terminal - Fused Cluster	1	567	0	567	Sidney Scroll
	13-61607/021-0163-00	Fusite Terminal	13	7,371	0	7,371	Hartselle
	13-61617/021-0164-00	Terminal - Fused Cluster	9	3,973	0	2,835	Hartselle
	13-61850/021-0179-00	Fusite	16	9,072	0	9,005	Compressors ALL
	13-61857/021-0180-00	Fusite	37	20,979	0	20,979	Compressors ALL

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.*

Recall Cards List

Find Card ID:

Sorted by: Supplier Item No., Card ID 1 to 16 of 16

	Card ID	Supplier Item No.	Release Date	Reqd Ship	Ship Date	Reqd Receive	Card Qty	Ship Qty	PO #	PO Line #	Release #	Release Line #	Card State
<input type="checkbox"/>	KCDJGGCNAH	13-61850/021-0179-00	02/08/2011	02/18/2011	02/09/2011	02/23/2011	567	567	805528	1			In Transit
<input checked="" type="checkbox"/>	KCDJGJCNAL	13-61850/021-0179-00	02/10/2011	02/22/2011	02/11/2011	02/25/2011	567	567	805528	1			In Transit
<input checked="" type="checkbox"/>	KCDJHACNALE	13-61850/021-0179-00	02/07/2011	02/17/2011	02/09/2011	02/22/2011	567	567	805528	1			In Transit
<input type="checkbox"/>	KCDZNSBCNADK	13-61850/021-0179-00	02/10/2011	02/22/2011	02/11/2011	02/25/2011	567	567	805528	1			In Transit

The card(s) have been “**Successfully Recalled**”

Recall Cards Results

Following Cards were successful

Card ID	Supplier Item No.	Description
KCDJGJCNAL	13-61850/021-0179-00	Card Successfully Recalled.
KCDJHACNALE	13-61850/021-0179-00	Card Successfully Recalled.