

# Ultriva 7.6 and Higher Shipping an Order Creating & Shipping the Master Label Reference Guide

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(Click to follow link)

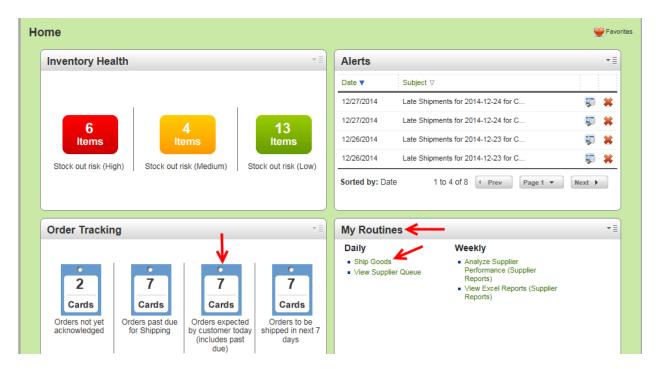
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## Ship Cards – Home Default Screen

# 0

Quick Tip – From the "Home" screen there are 2 ways to navigate to the "Ship Goods" screen. Click on the number under "Order Tracking" in the "Orders expected by customer today (including past due)" or click on "Ship Goods" under "My Routines. In this example we will use My Routines  $\rightarrow$ Ship Goods. Orders must be accepted before a supplier can ship.

From the Home (Default) screen, under "My Routines", click on "Ship Goods"

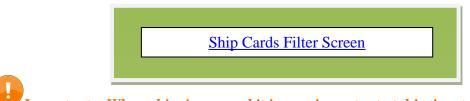


The cards appear for the selection. The cards are now ready to be shipped.

Quick Tip – From the "Ship Cards List", if the selections are not what was intended to be shipped you can change the "Filter" by clicking on the "Change Filter" button. The "Filter" allows the user to select specific criteria for the action they are performing. If on the "Ship Items List" the filter can be changed at this time.

Filter details: ReqShipDate	:< 12/30/2014			Ship   »		Attach Notes	» 🤍 🛛 🛛 «   Back To	Items «   (	Thange Filte
racking No.	Carrier Select	~		Packing	Slip No	E	Charge No	E I	1
7 Card ID 🔺	Supplier Item No. 🔺	Release Date ⊽	Reqd Ship ▲	Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ⊽	Charge No	PO F #⊽ Li #
KCD4PH2CNACR	242424	12/22/2014	12/23/2014	12/25/2014	100	100			
KCD4PH3CNAKL	242424	12/22/2014	12/23/2014	12/25/2014	100	100			7

Click on the link below for detailed instructions on how to change the "Filter"



*Important – When shipping a card it is very important at this time to change the quantity if you are <u>not shipping the quantity stated</u> on the card.* 

**Click** in the **selection box** at the column heading to **select all cards**, **or select** each **individually**. *If applicable* - **Change** the "**Ship QTY**.

Find Card ID		約 🏤			Ship	»	Atta	ch Notes   »	«   Back To Iter	ns «   Cl	hange Filter
Tracking No.			Carrier Select	~		Packing S	Slip No	E.	Charge No	<b>1</b>	
⊽	Ķ	Card ID 🔺	Supplier Item No. 🛦	Release Date ⊽	Reqd Ship ▲	Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ⊽	Charge No	PO F #⊽ Lii #
10		KCD4N3DCNA34	24681	03/18/2014	03/19/2014	03/20/2014	25	10			
🖉 🔽	/	KCD4N3GCNAYE	24681	03/18/2014	03/19/2014	03/20/2014	25	25			
🖉 💽		KOD4N3HCNAWU	24681	03/18/2014	03/19/2014	03/20/2014	25	25			
🖉 💽		KCD4N3JCNASK	24681	03/18/2014	03/19/2014	03/20/2014	25	25			
🖉 🔽		KCD4N3KCNA5N	24681	03/18/2014	03/19/2014	03/20/2014	25	25			
2	/	KCD4N3SCNAS6	24681	03/18/2014	03/19/2014	03/20/2014	25	25		]	

Quick Tip – Per the customer request, adding the "Tracking No.", "Carrier", "Packing Slip No.", "Charge No." and/or "Supplier Lot No." may need to be added.

**Tool Tip** – The "Apply to All" icons are located on all Action screens where repeated data is entered. Data such as Packing Slip, Lot Size, Tracking No., are a few examples where this tool comes in real handy. Enter the data into a field and click on the "Apply to All" icon for that field. The data will then populate for all of the selected cards below.

Ship Cards List ♥			Į	Views 🥥 How do I?
Find Card ID	Ship   »	Attach Notes   »	«   Back To Items	«   Change Filter
Tracking No. Carrier	Packing Slip No		Charge No	) EP

*Click on the link below for detailed instructions on the "Apply to All" functionality.* 



*If applicable*: Add the necessary information for Tracking No, Carrier, Packing Slip No. and Charge No. Click on the "Ship" button.

Tracking I					Ship	»	Attac	h Notes   »	«   Back To Iten	ns « Ci	ange Filter
	No.		Carrier Select	~		Packing S 123459	Slip No		Charge No	E.	
⊽	✓	Card ID 🛦	Supplier Item No. 🛦	Release Date ⊽	Reqd Ship ▲	Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ⊽	Charge No	PO I #⊽ I
12	~	KCD4N3DCNA34	24681	03/18/2014	03/19/2014	03/20/2014	25	10	123459		]
	✓	KCD4N3GCNAYE	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		
	✓	KCD4N3HCNAWU	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		
		KCD4N3JCNASK	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		
2	✓	KCD4N3KCNA5N	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		
	✓	KCD4N3SCNAS6	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		

**Click** on the "**Print Cards**" button. The labels will now print, **process complete**. *If you short or over shipped see the important notice below*.

Ship Cards Results	How do I?
«   Ba	ack To Items 《   Back To Cards
9 card(s) have been shipped without printing. Please immediately print the card(s) by clicking Print Cards button You also have 1 card(s) needing confirmation due to over/short shipment. On completion of the print transaction, the Confirm will be disp To directly go to confirm without printing Click here No.Of	Copies: 1 Print Cards   »

*Important – If you "Short or Over Shipped", the cards must be confirmed. Follow the next 2 steps.* 

**Click** in the **selection box** at the column heading to **select** "**All Cards**" or **select** the **cards individually**. **Click** on the "**Confirm**" button.

Fo go back to print without con								Deals To Theres	
a go back to print without cont							*	Back To Items	«   Back To Card
	firmation Click I	here							
Following cards are outside tolerar	nce limit. Please p	oress Confirm	n button, to p	proceed with	the ship	ment or press Bad	k button to canc	el the shipment of t	hese cards
Card ID Si	upplier Item No.	Release Date	Reqd Ship	Reqd Receive	Card Qty	Ship Qty	Supplier Lot #	Packing Slip No	Charge No
Image: Image	4681	03/18/2014	03/19/2014	03/20/2014	25	20		123459	
V RODANAJCINAZR 24	4001	03/10/2014	03/13/2014	03/20/2014	23	20		123439	

Click on the "Print Cards" button to print the labels of the cards being confirmed.

Ship Ca	rds Results				(2) How do I?
1 card(s) ha	ave been shipped without printing.	Please immediately print the car	d(s) by clicking Print Cards button	«   Back To Items No.Of Copies: 1	«   Back To Cards Print Cards   »
	Card ID	Supplier Item No.	Description		Printed
	KCD4N43CNA2R	24681	Card Successfully Shipped and Not Printed.		No

*Important – Shipping is now complete unless using the "Master Label" process.* 

Click on the link below for detailed instructions for "Creating and Shipping" the Master Label



# Ship Cards – Actions → Ship

## Click on "Actions"

	RIVA	Ļ			Ultriva	Admin   My Account   Help   Logout
Home	Material Status	Actions	Scan	Reports	Integration	Laura Maki   TBJ 🛩

### Click on "Ship"

ns			@ H
Supp	lier Actions		
	Accept	-	Ship 🔶 🗕
Ś	View and acknowledge new kanban orders		View the list of acknowledged kanban Cards. Use this screen to indicate the Cards you are shipping. If you have not printed kanban labels already, you can do that here too
	Consolidator Ship		
	View the list of acknowledged kanban Cards. Use this screen to	10	Supplier Queue
	indicate the Cards you are shipping. If you have not printed Kanban labels already, you can do that here too		Shows distribution of Card States for each Item
	Recall		Reschedule Request
	If you incorrectly marked a Card as shipped. Use this screen to undo	1	Change required date for the orders. You will see a list of Cards that
	the shipment transaction. You will need to know the kanban Card id to undo a shipment		can be rescheduled and you can select the ones to reschedule
	Print Cards		Print Duplicate Cards
T	View the list of acknowledged kanban Cards. Use this screen if you want to print labels before you are ready to ship	1000	View the list of printed kanban Cards. Use this screen if you want to print duplicate labels
	Set Tracking No.	8	Set WorkOrder No.
S	View the list of shipped kanban Cards. Use this screen to update the tracking number for the shipped Cards.	$\bigcirc$	View the list of acknowledged kanban Cards. Use this screen to update the workorder number for the acknowledged Cards
	Master Label		Add Notes
T	Create master label for shipment		Add notes to one or more Cards in cycle
	Print PO		
Tan	View the list of POs and print PO.		

The cards appear for the selection made in the "Ship Cards List" *The cards are now ready to be shipped.* 

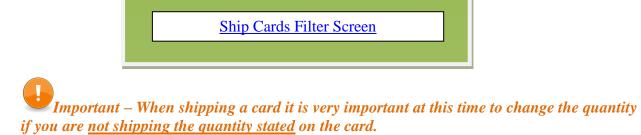
Ship Cards List 🏹 ┥	←						View	s 🥝 How do I?
Find Card ID 🙀 🍇		Ship	»	Attach Note	s   »	«   Back To	Items «   (	Change Filter
Tracking No. Carri	er elect	Packing Slip N	<del>ا</del> ت 1	Charge I	No	5 [] <sup>[</sup> ]	Supplier Lot #	E <sup>1</sup>
⊂ Card ID ▲	Supplier Item No. ▲ Release Date ▽		Reqd Receive ⊽	Card Ωty⊽	Ship Qty	Supplier Lot #	Packing Slip No ⊽	Charge No
😫 🔲 KCD4MVHCNAAB	24680 04/08/20	14 04/09/2014	04/10/2014	50	50 Lot Info			



Quick Tip – From the "Ship Cards List", if the selections are not what was intended to be shipped you can change the "Filter" by clicking on the "Change Filter" button. The "Filter" allows the user to select specific criteria for the action they are performing. If on the "Ship Items List" the filter can be changed at this time.

FIR	te:< 12/30/2014		Ship   »		Attach Notes	» «   Back To	Items «	Change Filter
Tracking No.	Carrier Select	~	Packing S	Slip No	E <sup>1</sup>	Charge No	E1	↑
	Supplier Item No. A Rele Date		Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ⊽	Charge No	PO Lin # ▽ # `
🦉 📃 KCD4PH2CNAG	CR 242424 12/2	2/2014 12/23/2014	12/25/2014	100	100			

Click on the link below for detailed instructions on how to change the "Filter"



**Click** in the **selection box** at the column heading to **select all cards**, **or select** each **individually**. *If applicable* - **Change** the "**Ship QTY**.

Find Card	ID	纳 納			Ship	»	Attac	ch Notes   »	«   Back To Iten	ns «   Ch	ange Filter
Fracking N	NO.		Carrier Select	~		Packing SI	ip No	E <sup>1</sup>	Charge No	<b>1</b>	
⊽		Card ID ▲	Supplier Item No. 🛦	Release Date ⊽	Reqd Ship ▲	Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ⊽	Charge No	PO Lir #⊽ #
	•	KCD4N3DCNA34	24681	03/18/2014	03/19/2014	03/20/2014	25				
2	✓	KCD4N3GCNAYE	24681	03/18/2014	03/19/2014	03/20/2014	25	25			]
2		KOD4N3HCNAWU	24681	03/18/2014	03/19/2014	03/20/2014	25	25			]
2		KCD4N3JCNASK	24681	03/18/2014	03/19/2014	03/20/2014	25	25			]
2	✓	KCD4N3KCNA5N	24681	03/18/2014	03/19/2014	03/20/2014	25	25			]
2	<b>~</b>	KCD4N3SCNAS6	24681	03/18/2014	03/19/2014	03/20/2014	25	25			7

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Quick Tip – Per the customer request, adding the "Tracking No.", "Carrier", "Packing Slip No.", "Charge No." and/or "Supplier Lot No." may need to be added.

Ship Cards List ♥				Į	Views 😰 How do I?
Find Card ID 🙌 🏘		Ship   »	Attach Notes   »	«   Back To Items	«   Change Filter
Tracking No.	Carrier Select	Packing Slip No		Charge No	Ē

Tool Tip – The "Apply to All" icons are located on all Action screens where repeated data is entered. Data such as Packing Slip, Lot Size, Tracking No., are a few examples where this tool comes in real handy. Enter the data into a field and click on the "Apply to All" icon for that field. The data will then populate for all of the selected cards below.

Click on the link below for detailed instructions on the "Apply to All" functionality.



*If applicable*: Add the necessary information for Tracking No, Carrier, Packing Slip No. and Charge No. Click on the "Ship" button.

Ship	Car	rds List 🍸								Views	(2) How do I
Find Card	ID	幽論	-	<b>→</b>	Ship	»	Attac	h Notes   »	«   Back To Iter	ns «   C	hange Filter
Tracking	No.		Carrier Select	~		Packing S 123459	Slip No		Charge No	F1	
⊽	V	Card ID 🛦	Supplier Item No. 🛦	Release Date ⊽	Reqd Ship ▲	Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ⊽	Charge No	PO Lir #⊽#
10	•	KCD4N3DCNA34	24681	03/18/2014	03/19/2014	03/20/2014	25	10	123459		
2	✓	KCD4N3GCNAYE	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		
2	✓	KCD4N3HCNAWU	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		
2	✓	KCD4N3JCNASK	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		
2	✓	KCD4N3KCNA5N	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		
2	✓	KCD4N3SCNAS6	24681	03/18/2014	03/19/2014	03/20/2014	25	25	123459		

**Click** on the "**Print Cards**" button. The labels will now print, **process complete**. *If you short or over shipped see the important notice below*.

Ship Cards Results	How do I?
«   Back To Items	«   Back To Cards
9 card(s) have been shipped without printing. Please immediately print the card(s) by clicking Print Cards button You also have 1 card(s) needing confirmation due to over/short shipment. On completion of the print transaction, the Confirm will be displayed To directly go to confirm without printing Click here	↓
No.Of Copies: 1	Print Cards   »

*Important – If you "Short or Over Shipped", the cards must be confirmed. Follow the next 2 steps.* 

**Click** in the **selection box** at the column heading to **select** "**All Cards**" or **select** the **cards individually**. **Click** on the "**Confirm**" button.

Ship Cards Results									(2) How do I?
							«	Back To Items	«   Back To Cards
To go back to print without	confirmation Click	here							
Following cards are outside to	erance limit. Please	press Confirr	n button, to p	proceed with	the ship	ment or press Ba	ck button to cano	el the shipment of	f these cards
Card ID	Supplier Item No.	Release Date	Reqd Ship	Reqd Receive	Card Qty	Ship Qty	Supplier Lot #	Packing Slip No	Charge Nc
🖉 🗹 KCD4N43CNA2R	24681	03/18/2014	03/19/2014	03/20/2014	25	20		123459	
					irm   »				

Click on the "Print Cards" button to print the labels of the cards being confirmed.

Ship Ca	ards Results				(2) How do I?
				«   Back To Items «   B	ack To Cards
1 card(s) h	ave been shipped without prir	nting. Please immediately print t	he card(s) by clicking Print Cards button	No.Of Copies: 1 Print	t Cards   »
1 card(s) h	ave been shipped without prir Card ID	nting. Please immediately print t Supplier Item No.	he card(s) by clicking Print Cards button Description		t Cards   » Printed

*Important – Shipping is now complete unless using the "Master Label" process.* 

Click on the link below for detailed instructions for "Creating and Shipping" the Master Label



# Ship the Master Label

Important – The items must be shipped in Ultriva prior to "Creating and Shipping" the Mater Label. See the ship instructions on the previous pages.

Quick Tip – There are 2 ways to navigate to the Create and Ship of the Master Label.

#### **Option 1:**

Click on the "To Master Label" button after the cards have been shipped

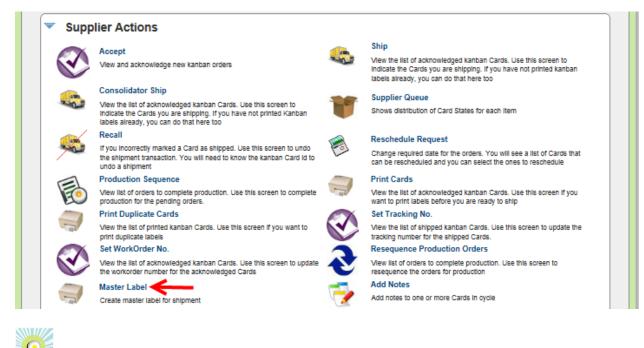
Ship Ca	ards Results			🥥 How do l
			«   Back To Items	«   Back To Cards To Master Label   >
				7
<b>B</b>	lease use Master Label to con rinting and shipping the maste	nplete the shipment process by ad	dding the cards to a master label, then	
	ining and shipping the maste			
5 card(s) h	ave been shipped without prin	ting. Please immediately print the	card(s) by clicking Print Cards button	
5 card(s) h	ave been shipped without prin	ting. Please immediately print the	card(s) by clicking Print Cards button	No.Of Copies: 1 Print Cards   >
5 card(s) h	ave been shipped without prin Card ID	ting. Please immediately print the Supplier Item No.	card(s) by clicking Print Cards button	No.Of Copies: 1 Print Cards   » Printed

**Option 2:** 

Click on "Actions"



#### Click on "Master Label"



Quick Tip – If the supplier ships to multiple customer plants, select the plant that the cards are being shipped to. If you do not see this screen shot, make sure the filter is set to "Created or Updated".

#### Click on the "ADD" button.

Master Label List For TBJ	How do I?
Plant     Label Status       TBJ     Created or Updated       Filter By     Select Operator       Enter Value     Image: Comparison of the second sec	
No Master Label(s) found in the system. Please click Add Master Label button to create one.	
Add	

**Click** in the **selection box** box at the column heading to **select all cards** to be added to the "**Master Label**" or **select** the **cards individually**. A **checkmark will appear**. **Click** on "**Create New Master Label**"

Filt	ter By	▼ S	elect Operator	Enter Value	<b>(</b>	Go 🕨				
Fin	d Card	ID MAR	\$				$\rightarrow$	Create New Ma	ister Label	«   Bac
	V	Card ID 🔺	Supplier Item No. 🔺	Release Date ⊽	Reqd Ship 🔺	Reqd Receive ⊽	Plant Shipped ⊽	Card Qty ⊽	Ship Qty $\triangledown$	PO# ⊽
8	•	KCD4MZDCNAXJ	24688	01/16/2014	01/17/2014	01/21/2014	01/23/2014	10	10	
		KCD4MZGCNA4Y	24688	01/16/2014	01/17/2014	01/21/2014	01/23/2014	10	10	
		KCD4MZHCNA2A	24688	01/16/2014	01/17/2014	01/21/2014	01/23/2014	10	10	

The "Master Label" has been created.

Master Label List For TBJ	Weight and Antiparticipation and Antiparticipaticipation and Antiparticipation and Antiparticipation and An
Master label MLB2232CNAHM added Successfully	$\boxtimes$
Plant     Label Status       TBJ V     Created or Updated V   Filter By Select Operator V	Enter Value
🛶 Add 🥖 Edit 🙀 Delete 💭 View 🗮 Print 🗔 Ship	
Label ID Create Date Created By Last Action By Status	Total Cards Gards failed to ship Last Action Date
MLB2232CNAHM 01/23/2014 08:57:20 AM makil makil Created	3 0 01/23/2014 08:57:20 AM
orted by: Label ID	1 to 1 c

Quick Tip – Cards can be added to or removed from the Master Label by clicking on the "Edit" button and making the selection.

To **verify** that you have **assigned all** of the **cards to ship** on the "**Master Label**" **click** on the "**Edit**" button. **Click** on "**Add Cards**". *Click on "Remove Cards" if cards need to be removed* 

Plant TBJ 🔽	Label Status Created or Updated	Filter By	<ul> <li>Select Operato</li> </ul>	r 🔻 En	nter Value	Go 🍺	
🚔 Add	Edit      Edit     Delete	💭 View	Print Ship				
📫 Add Label ID	Cards  C	View 🛤		Status	Total Cards	Cards failed to ship	Last Action Date

<ul> <li>Enter Value</li> </ul>	😚 🛛 🕞	
_		

All cards have been added to the "Master Label". Click on the "Back" button.

Click on the "Ship" button and click on "Ship Master Label"

Master Label List For TBJ	Wow do
Master label MLB223ECNAGQ added Successfully	
Plant     Label Status       TBJ V     Created or Updated V   Filter By Select Operator Enter Value	
🚔 Add 🥒 Edit 😫 Delete 💽 View 🗎 Print Ship Master Label	
Label ID Create Date Created By Las Ship Failed Cards ards	Cards failed to ship Last Action Date
MLB223ECNAGQ 06/20/2014 01:52:34 PM makil makil Created 4	0 06/20/2014 01:52:34 PM

The cards appear that will be on the "Master Label". Click on the "Ship Master Label" button.

Tracking No.	Carrier Select	Select Pri	iority ow 💿 💯 Medium	🛛 🔿 🖗 High	Notes	
Find Card ID	M M4					Ship Master Label «   Ba
Card ID 🗸 🚺	Supplier Item No. 🔺	Card Qty 🔺	Release Date ⊽	Reqd Ship ⊽	Plant Shipped 🗸	Ship Qty ⊽ PO # ⊽
KCD4MZ6CNAX9	24688	10	03/18/2014	03/19/2014	04/07/2014	10 123456
KCD4MZ7CNA84	24688	10	03/18/2014	03/19/2014	04/07/2014	10
KCD4MZBCNA5E	24688	10	03/18/2014	03/19/2014	04/07/2014	10
	24688	10	03/18/2014	03/19/2014	04/07/2014	10
KCD4MZCCNASB	24000	10	03/10/2014	03/13/2014	04/01/2014	10

Quick Tip - A Bill of Lading can be printed at this time.

"Master Label" shipped successfully. Click on the "Print Master" button to "Print" only the "Master Label" or click on the "Print Master & Child Cards" to "Print" the "Master Label and Child Cards"

	shipped successfully <	-		$\boxtimes$	1	1 1
Card ID	Sumplies Home No.	Cord Obr	Dood Ship	«   Back Print Mas		er & Child Cards Print B
Card ID	Supplier Item No.		Reqd Ship	Ship Qty PO #		Status Message
KCD4MZ6CNAX9	24688	10	03/19/2014	10 123456	2,000	Successfully Shipped
KCD4MZ7CNA84	24688	10	03/19/2014	10	0	Successfully Shipped
KCD4MZBCNA5E	24688	10	03/19/2014	10	0	Successfully Shipped

#### **Process Complete**

# Verifying All Cards Shipped on the Master Label

From the "Home" screen under "My Routines" click on "View Supplier Queue"

LTRIVA			Ultriva		Admin   My Ad	ccount   Help   Lo
me Material State	us Actions	Scan Reports	Integration		Laura Maki	LJM Machining S
ome						🍟 Fav
Inventory Hea	lth		* =	Alerts		* 1
				Date 🔻	Subject ⊽	
	1	I		01/22/2014	KCD4MYQCNAQF-004-7	🖈 📮
6	6 4 6		10	01/22/2014	Card KCD4MYQCNAQF is Released for I	🐺 😫
Items	Items Items		01/22/2014	24687 turned RED - High Risk of sto	🜹 😫	
Stock out risk (Hig	h) Stock out r	isk (Medium)	Stock out risk (Low)	01/22/2014	KCD4N5GCNAME-002-8	🐺 🗱
				Sorted by: D	ate 1 to 4 of 43 Prev Page 1 -	Next 🕨
Order Tracking	9		* =	My Routi	nes	* =
22	3	3	3	Daily	Monthly	mance

All of the cards are now "In Transit" (Shipped) and are no longer at the "Ship Hub" waiting for a Master Label. This shows that all cards were shipped.

Plant TBJ	~	Show Items List	<b>~</b>	Al	tegory	•		RYG All	•		Produ All	ct Line	~	All	dity Co	de
Filter	By 💌 Selec	t Operator	▼ En	ter Value		<b></b>	G	io 🕨			/	λ.				
RYG ⊽ Supplier Iter	Supplier Item No. 🛦		Min Order	On Hand		Released In Process		At Ship Hub		In Tr	ansit	Received At Dock		Put Aw		
			Calus	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards
	24689	Machine Part	0	1	400	0	0	0	0	0	0	5	2,000	0	0	0
	SM-5344-025/035-0355-00	Bearing	0	11	158,400	0	0	0	0	0	0	0	0	0	0	0
	SU-4576-016/035-0354-00	BEARING- SLEEVE	0	0	0	0	0	0	0	0	0	2	25,200	0	0	0
	SU-6193-018/035-0354-02	DU Bearing	0	7	100,800	0	0	0	0	0	0	0	0	0	0	0
	LILT_035_0322_00	Rearing	n	14	0	n	0	n	0	n	0	0	0	n	n	0

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## Ship Cards Filter Screen

Q

Quick Tip – Further filtering can be performed if you are looking for specific data on the items. All "Filtering" is optional.

When all changes have been made to the "Filter", click on the "Go" button for the changes to take effect.

Once logged in, the "Shipped Cards Filter" screen appears. *If applicable*: Click on the drop down arrow in the "Plant" field and make a selection.

Ship Cards Filter					(2) How do I?
Plant Cards All Plants All	Show     Items List	Category All 👻	Product Line	Commodity Code	RYG All 👻
Filter By    Select Operator	Enter Value	5 Go 🕨			

0

Quick Tip – If the filter does not appear to deliver the correct shipments, recheck what is entered below in the "Cards" field which may be the most likely for the error.

*If applicable*: **Click** on the **drop down arrow** in the "**Cards**" field and **make** a **selection**. *Here is* where the shipment for today, due tomorrow or past due can be selected. Future shipments can also be accessed.

Ship Cards Fil			How do
Plant All Plants	Cards All Past Due Due Today Due Today Due Today Due in 2 Days	Show     Category     Product Line     Commodity Code     RYG       Items List     All     Items List     All     Items List     All	T
	Due in 3 Days Due in 4 Days Due in 5 Days Due in 7 Days Due in Future Days		

*If applicable*: Click on the drop down arrow in the "Show" field and make a selection.

Ship Cards Filter		<ul> <li>How do</li> </ul>	1?
Plant Cards Show	í	Category Product Line Commodity Code RYG	
Filter By Select Operator My Items List My Cards List		60 D	

*If Applicable*: Click on the drop down arrows to make the remaining selections. *The Cards, Show, Category and RYG should remain as they are below for our example.* 

Ship Cards F	liter					Of the second
Plant All Plants	Cards Due in 7 Days	Show Cards List	Category All	Product Line	Commodity Code	RYG All 🗸
Filter By	▼ Select Operator	<ul> <li>Enter Value</li> </ul>	So 🕨			

Quick Tip – If applicable: The "Filter" can be further defined.

**Click** on the **dropdown arrow** in the "**Filter By**" field and a **drop down list appears**. **Click** on a **selection**. *In this example we will select "Supplier Item Number"*.

Ship Cards Filte	er								How do
Plant All Plants	Cards Due in 7 Days	~	Show Cards List	Category All 🗸	Product Line All	<b>v</b>	Commodity Co	de RYG	•
Supplier Item No.	<ul> <li>Select Oper</li> </ul>	ator	<ul> <li>Enter Value</li> </ul>	😚 🕞 🌔	)				
PO #									
PO Line #									
Release #									
Release Line #									
WorkOrder No.									
Supplier Item No.	-								
Description									
Reqd Ship									
PO #PO Line #									

**Click** on the **dropdown arrow** in the "**Select Operator**" field and a **drop down list appears**. **Click** on a **selection**. *In this example we will select "Equal To"*.

Ship Cards Filter	Wow do 12
Plant (	Cards Show Cards List Category All Category All Cards List Category All Cards List Cards
	Starts With       Contains
	Ends With
	Not Starts With Not Contains
	Not Ends With
	Is Empty
	Is Not Empty

**Enter** a value in the "Enter Value" field. Click on the "Go" button. In this example we will enter the "Supplier Item No." since that is what we had selected for this filter.

Ship Items List					🍸 Filters 📄 Views 🍘 How do l?	2
	Cards All	Show Items List	Category All 🗸	Product Line All	Commodity Code RYG	
Supplier Item No.	F Equal To	- 24688	× 🔗 💿 🕨	←		
					Show Cards	5   »

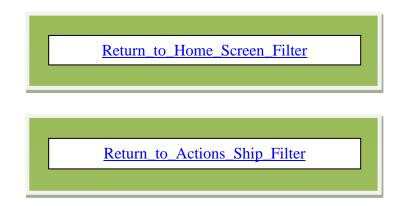
The information appears for the "Filter" ran for the specific item number.

Click on the "Show Cards" button.

Plant All Plants	Cards All	Show Items List	Category All 🗸	Product Line	Commodity Code	RYG All 🗸
Supplier Item No.	✓ Equal To	▼ 24688	× 🔗 Go 🕨	)		Show Cards
RYG Item	Description			Total Cards	Total Qty Plant	Silow Cards
24688	BEARING			6	60 TBJ	

Important – If for some reason the output does not match what you are looking for, recheck the input in the filter and make the necessary changes. Remember to click on the "Go" button for the changes to take effect.

Click on a link below to return to your previous page.



## Apply to All - Auto Fill

Tool Tip – The "Apply to All" icons are located on all Action screens where repeated data is entered. Data such as Packing Slip, Lot Size, Tracking No., are a few examples where this tool comes in real handy. Enter the data into a field and click on the "Apply to All" icon for that field. The data will then populate for all of the selected cards below.

Click in the "selection box" at the column header to select all cards or select each one individually. A checkmark will appear for that selection.

Filt	ero	letail	s: ReqShipDate:	< 01/24/2014		Ship   » Attach Notes   »			«   Back To Items			
Tracking No.		Carrier		Packing S		Slip No		Charge No				
V			Card ID 🛦	Supplier Item No. 🛦	Release Date ⊽	Reqd Ship ▲	Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ∇	Charge No	PO PO #⊽ Lin #1
8	3	~	KCD4MZJCNA65	24688	01/16/2014	01/17/2014	01/21/2014	10	10			
ł	×	✓	KCD4MZKCNAZ8	24688	01/16/2014	01/17/2014	01/21/2014	10	10			]
8	×		KCD4MZLCNAUZ	24688	01/16/2014	01/17/2014	01/21/2014	10	10			]
			~									
<	<b>.</b>	C	plier Item No., Req	d Chin. Cond ID								> 1 to 3 of

Enter the "Packing Slip" number (*if applicable*), and click on the "Apply to All" icon".

Find Card		44.54			Ship	1		Notes   »	«   Back To It		channa cilita
Tracking N		M 44	Carrier Select	~	Ship	Packing 1 134679	Slip No		Charge No	ems × I	Change Filte
V	<b>V</b>	Card ID 🔺	Supplier Item No. 🛦	Release Date ⊽	Reqd Ship ▲	Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ⊽	Charge No	PO F #⊽ Lir #
10	✓	KCD4MZJCNA85	24688	01/16/2014	01/17/2014	01/21/2014	10	10			
	✓	KCD4MZKCNAZ8	24688	01/16/2014	01/17/2014	01/21/2014	10	10			
2	✓	KCD4MZLCNAUZ	24688	01/16/2014	01/17/2014	01/21/2014	10	10			

Tracking No.		Carrier			Packing S	lin No		Obarra Ma			
				Packing S 134679				Charge No	E)	- 	
⊽ ⊻	Card ID 🔺	Supplier Item No. 🔺	Release Date ⊽	Reqd Ship ▲	Reqd Receive ⊽	Card Qty ⊽	Ship Qty	Packing Slip No ⊽	Charge No	PO Pi #⊽ Lin #	
<b>2</b>	KCD4MZJCNA65	24688	01/16/2014	01/17/2014	01/21/2014	10	10	134679			
🐸 🔽	KCD4MZKCNAZ8	24688	01/16/2014	01/17/2014	01/21/2014	10	10	134679		]	
🐸 🗸	KCD4MZLCNAUZ	24688	01/16/2014	01/17/2014	01/21/2014	10	10	134679		]	

The **data** is **now populated** in each line item checked. *Process complete*.

Click on the link below to navigate back to the Ship Screen you were shipping from.

