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**Ultriva 7.6 and Higher**  
**Setting up the Supplier**  
**Calendar**  
**Reference Guide**

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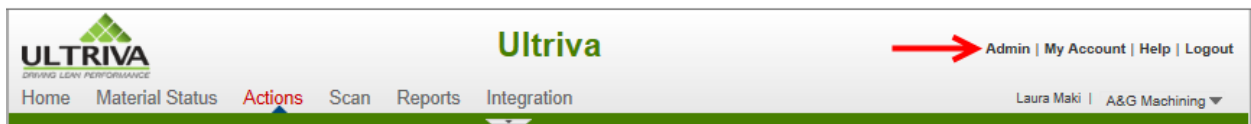
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## Navigate to the Supplier Calendar

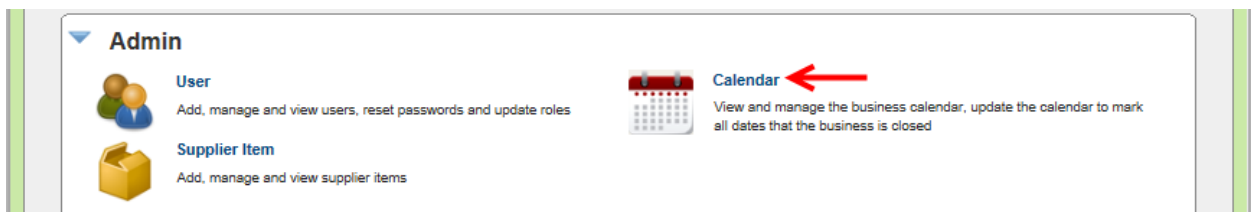


**Important – The Calendar must be up to date with all Holidays as this prevents the calculated Ship Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.**

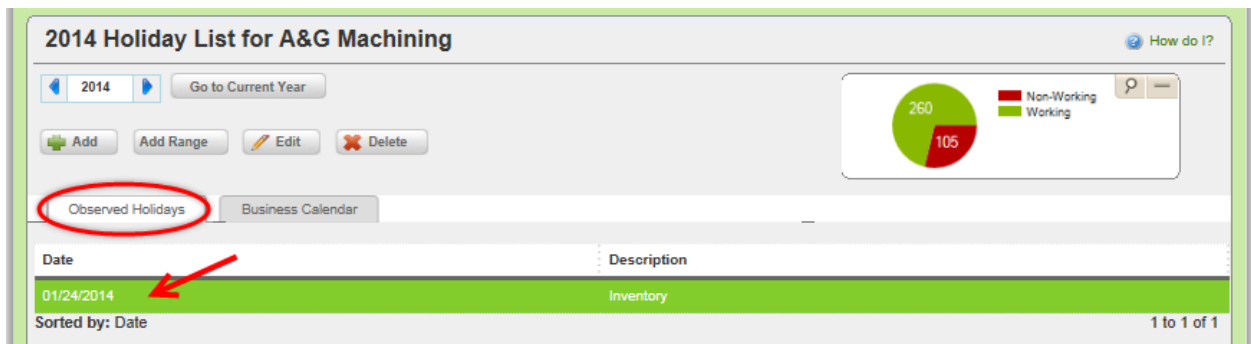
To navigate to the “**Supplier Calendar**”, Click on “**Admin**”



Click on “**Calendar**”



The “**Observed Holidays**” screen appears with a **list of all holidays** that have been entered into the system.



If you came from another page, click on the link below to return to your previous page.

[Return to Add Holiday Observed Calendar](#)

[Return to Delete Holiday](#)

[Return to the Adding a Date Range](#)

[Return to the Business Calendar Add Holiday](#)

[Return to Editing a Calendar Description](#)

[Return to Turn a Non Work day into a Work Day](#)

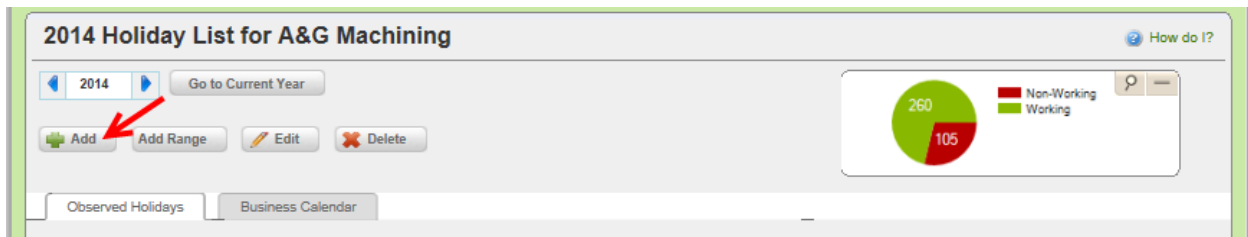
## Add a Holiday - Observed Holiday List

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

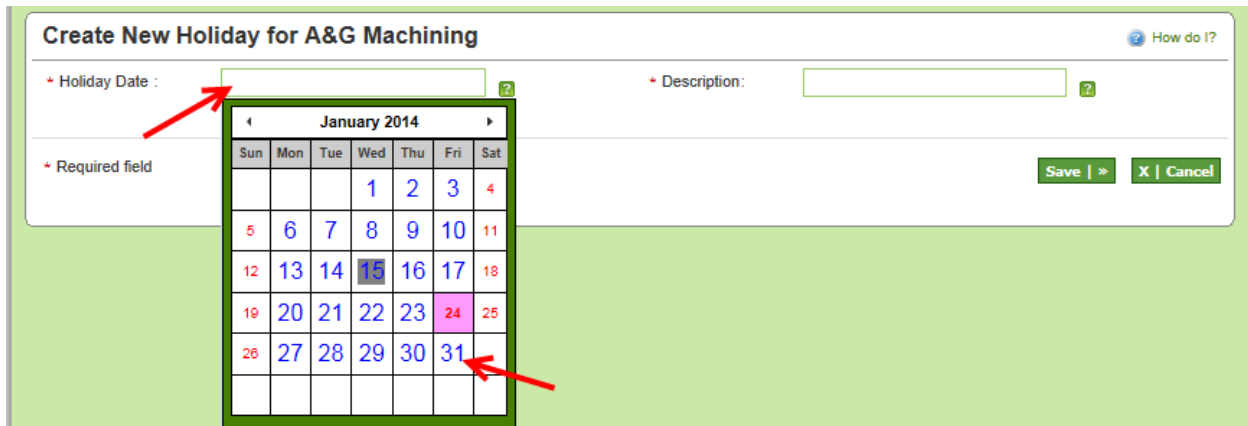
*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*



To **Add a Holiday**, click on the “**Add**” button.



Click in the “**Holiday Date**” field and a calendar will appear. Click on the “**Date**” for the holiday.



The date will now appear. **Enter the “Description”** of the holiday and **click** on the “**Save**” button.

**Create New Holiday for A&G Machining** How do I?

\* Holiday Date : 01/31/2014 ?

\* Description: Supplier Shutdown X ?

\* Required field

**Save** | X | **Cancel**

The **Holiday** has now been **added successfully**.

**2014 Holiday List for A&G Machining** How do I?

**Holiday 1/31/2014 added successfully**

2014 Go to Current Year

**Add** **Add Range** **Edit** **Delete**

259 Non-Working  
106 Working

Observed Holidays **Business Calendar**

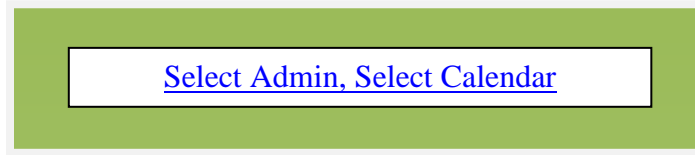
Date ▲	Description ▼
01/24/2014	Inventory
<b>01/31/2014</b>	<b>Supplier Shutdown</b>

Sorted by: Date 1 to 2 of 2

## Add a Range of Dates to the Calendar

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

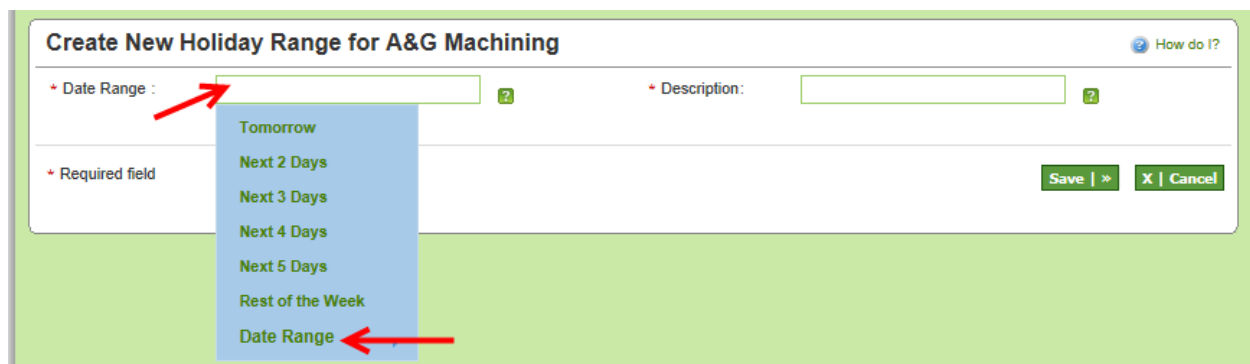
For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



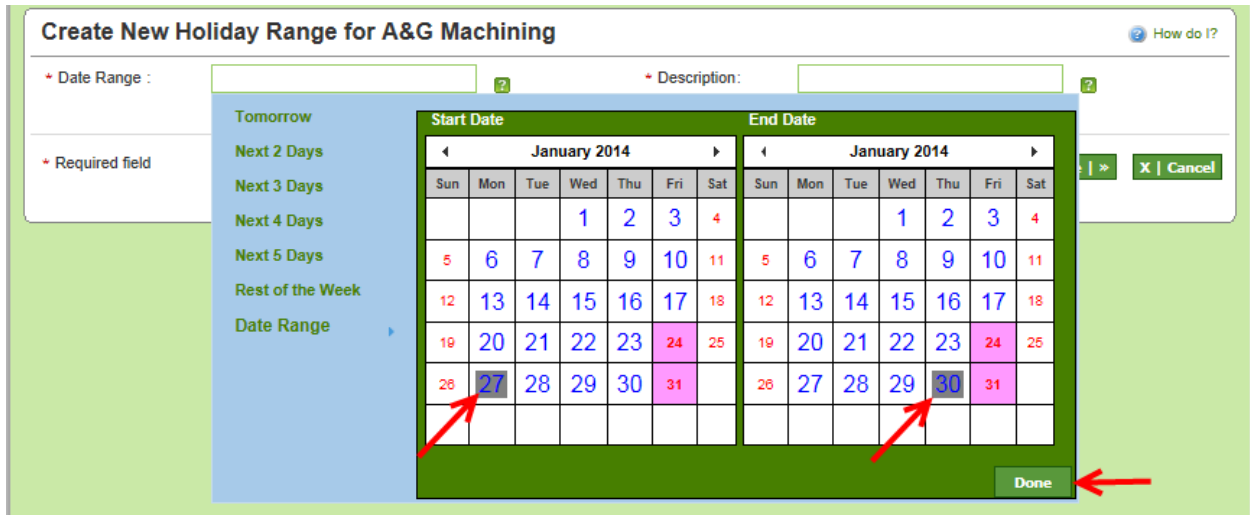
To “Add a Range of Dates”, click on the “Add Range” button.



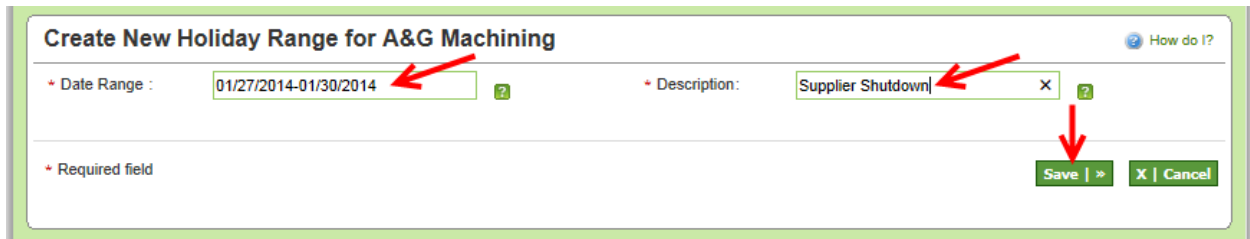
Click on a “predefined date range” or select your own by clicking on “Date Range”



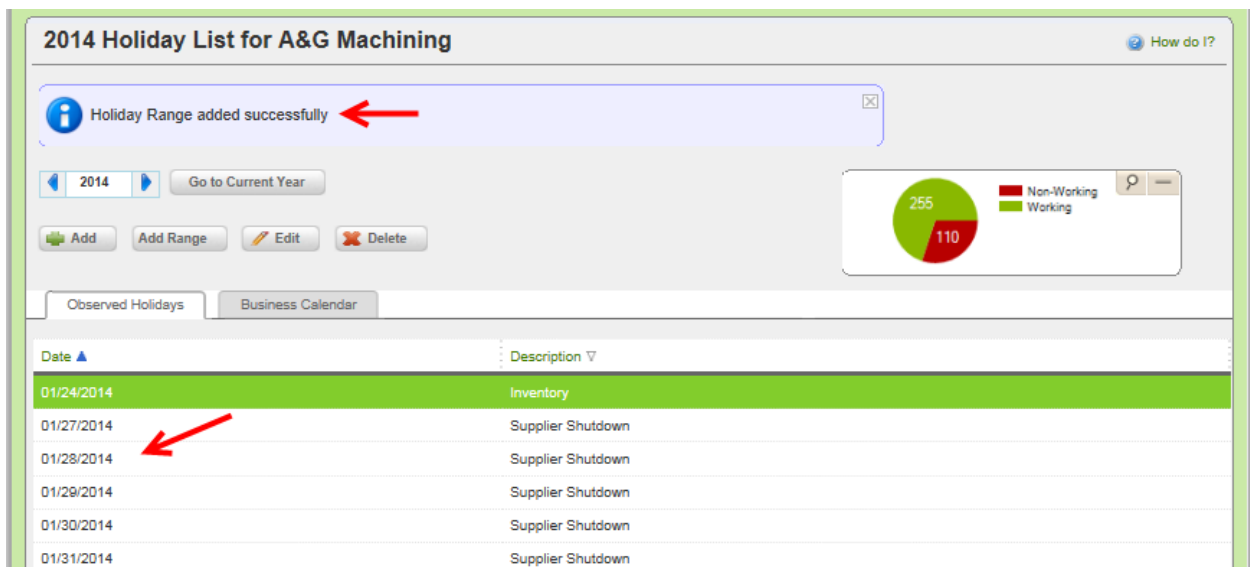
When entering a “Date Range”, click on the start date in the “Start Date” calendar (Left Side), click on an end date on the “End Date” Calendar (Right Side). Click on the “Done” button to select the range.



Add the “Description” then click on the “Save” button.



The “Holiday Range” has been added successfully.

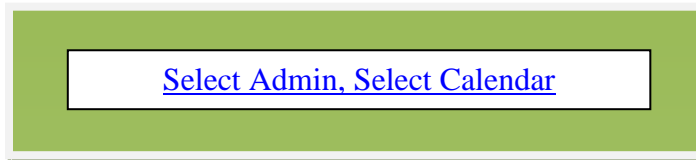




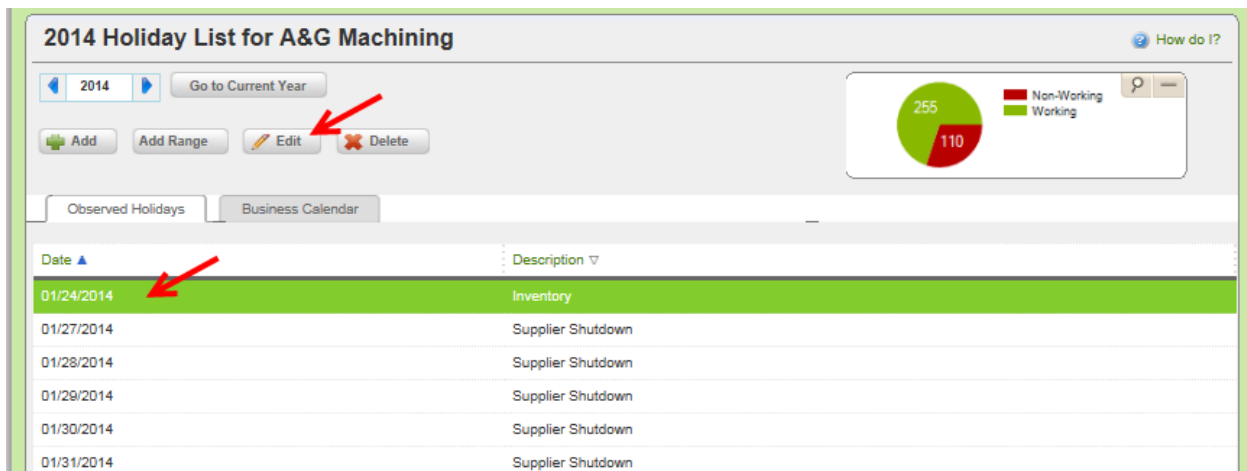
## Edit a Calendar Description

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.

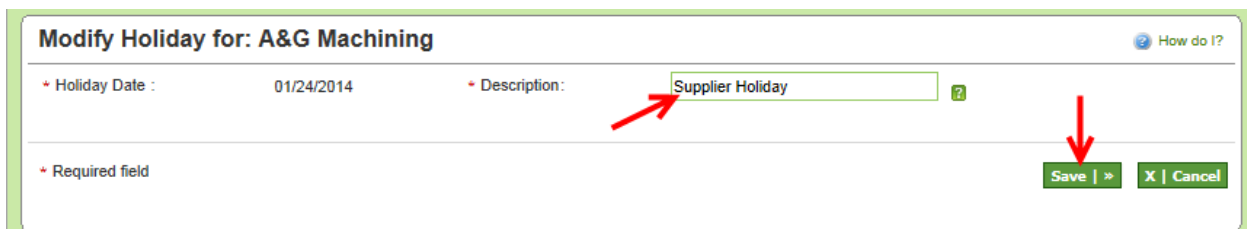


To “Edit a Calendar Description”, click on the “Date” to edit and the line will highlight. Click on the “Edit” button.



Date ▲	Description ▼
01/24/2014	Inventory
01/27/2014	Supplier Shutdown
01/28/2014	Supplier Shutdown
01/29/2014	Supplier Shutdown
01/30/2014	Supplier Shutdown
01/31/2014	Supplier Shutdown

Add a new “Description” then click on the “Save” button.



Modify Holiday for: A&G Machining

\* Holiday Date : 01/24/2014 \* Description :

\* Required field

The **Description** has been **modified successfully** from “**Inventory**” to “**Supplier Holiday**”.

2014 Holiday List for A&G Machining

How do I?

Holiday 1/24/2014 modified Successfully

2014 Go to Current Year

Add Add Range Edit Delete

255 Non-Working Working 110

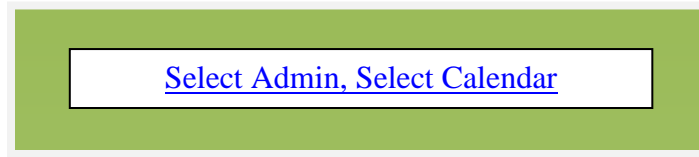
Observed Holidays Business Calendar

Date ▲	Description ▼
01/24/2014	Supplier Holiday
01/27/2014	Supplier Shutdown

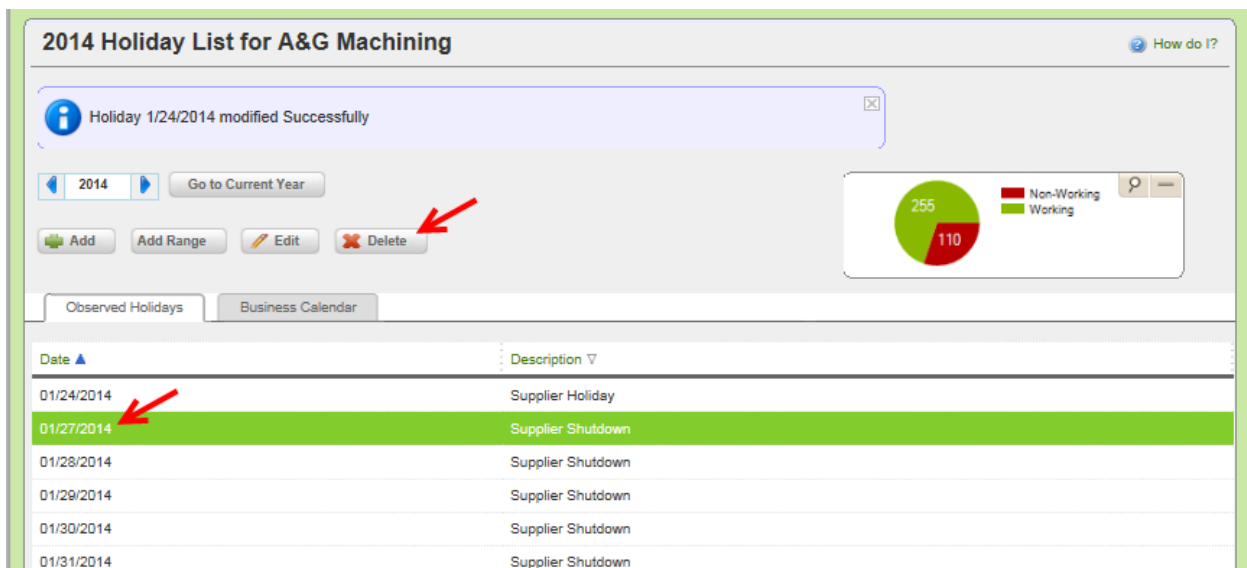
## Delete a Holiday

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



To “Delete a Holiday”, select the “Date” to delete. Click on the “Delete” button.



2014 Holiday List for A&G Machining

Holiday 1/24/2014 modified Successfully

2014 Go to Current Year

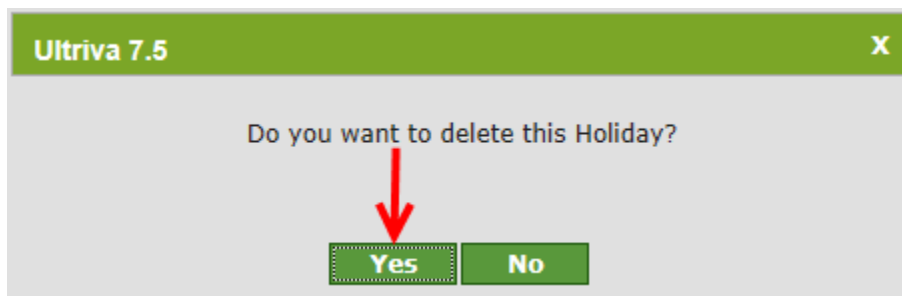
Add Add Range Edit Delete

Observed Holidays Business Calendar

Date ▲	Description ▼
01/24/2014	Supplier Holiday
01/27/2014	Supplier Shutdown
01/28/2014	Supplier Shutdown
01/29/2014	Supplier Shutdown
01/30/2014	Supplier Shutdown
01/31/2014	Supplier Shutdown

255 Non-Working 110 Working

Click on the “Yes” button.



The **holiday** has been **removed** from the list and has been **deleted successfully**

2014 Holiday List for A&G Machining How do I?

**Holiday 1/27/2014 deleted Successfully** ←

2014 Go to Current Year

Add Add Range Edit Delete

Observed Holidays Business Calendar

Date ▲	Description ▼
01/24/2014	Supplier Holiday
01/28/2014	Supplier Shutdown
01/29/2014	Supplier Shutdown
01/30/2014	Supplier Shutdown
01/31/2014	Supplier Shutdown

Pie Chart: 256 Working (Green), 109 Non-Working (Red)

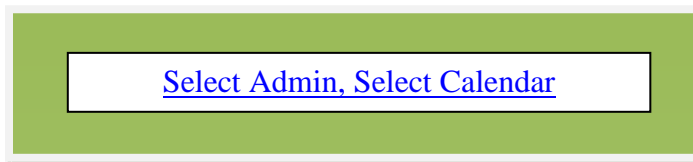
## Business Calendar View



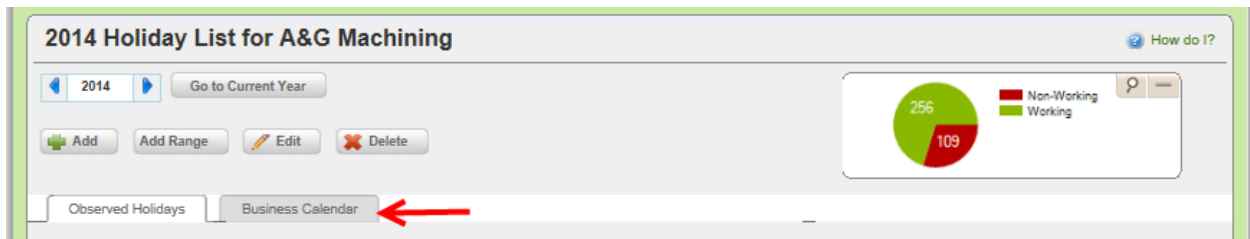
*Important – The Calendar must be up to date with all Holidays as this prevents the calculated Ship Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.*

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

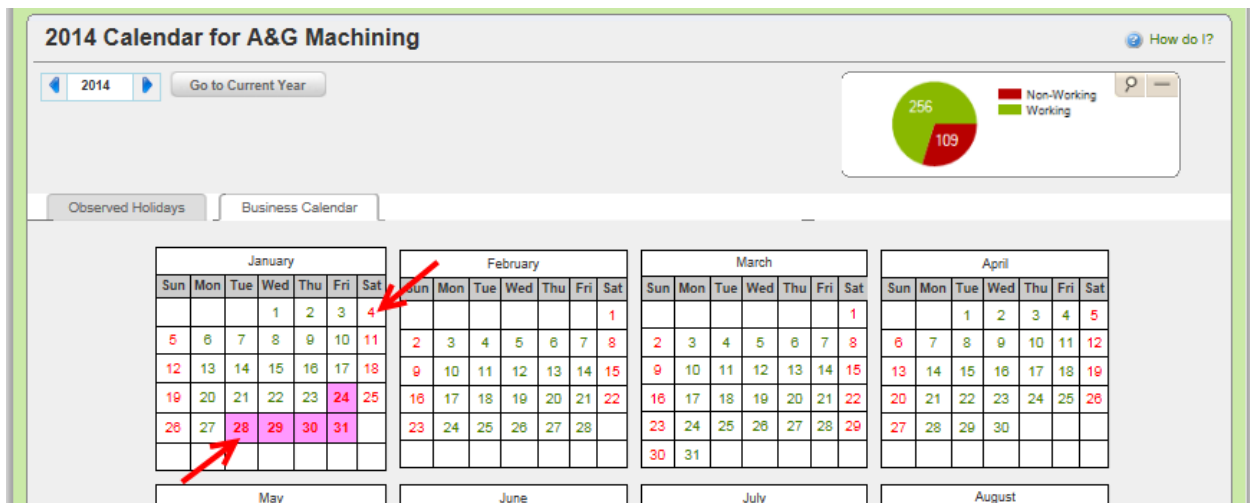
For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



To “View the Business Calendar”, click on the “Business Calendar” tab.



The **calendar** screen appears. All of the “Holidays” dates are filled in **pink**. All “Non-Work” days will appear in **red** font.



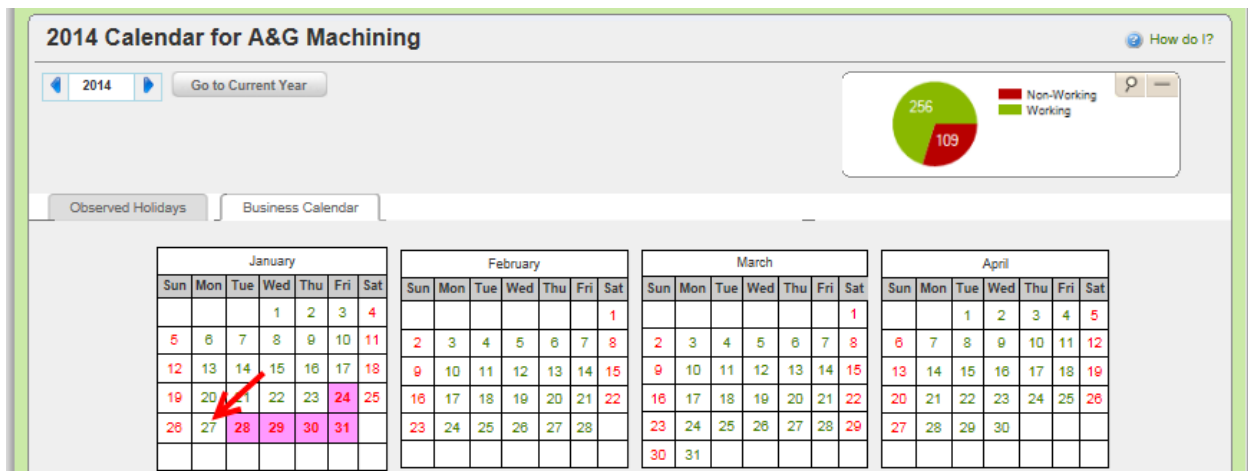
## Add a Holiday in the Business Calendar

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

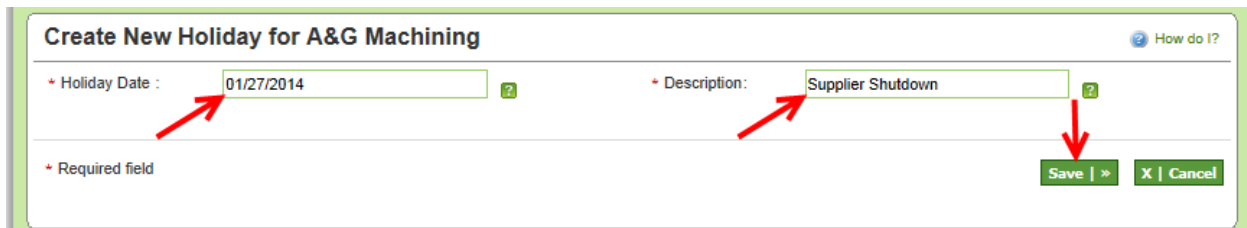
For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



To “**Add a Holiday**” in the “**Business Calendar**”, click on the “**Calendar Date**” of the holiday



The **date** appears. Enter the “**Description**” of the holiday. Click on the “**Save**” button



\* Holiday Date :  ?

\* Description:  ?

\* Required field

The **holidays appear** on the Calendar. All “**Holiday**” days are filled in **pink** and the date font has turned **red**.

The screenshot shows a web interface for a 2014 calendar. At the top, a notification bar states "Holiday 1/27/2014 added successfully" with a red arrow pointing to the date. Below this, there are navigation buttons for "2014" and "Go to Current Year". A pie chart on the right indicates 255 working days (green) and 110 non-working days (red). The main calendar grid shows the months of January, February, March, and April. In January, the dates 27, 28, 29, 30, and 31 are highlighted in pink, indicating they are holidays. The text "Observed Holidays" and "Business Calendar" is visible at the bottom of the calendar view.

## Turn a Non-Work Day into a Work Day



*Quick Tip – All non-Working days are in **Red** font. All Saturdays and Sundays by default, are a non-working day.*

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*

[Select Admin, Select Calendar](#)

To change a “**Non-Work Day**” into a “**Work Day**”, click on the “**Date**” chosen for this action

2014 Calendar for A&G Machining How do I?

**Holiday 1/27/2014 added successfully**

2014 Go to Current Year

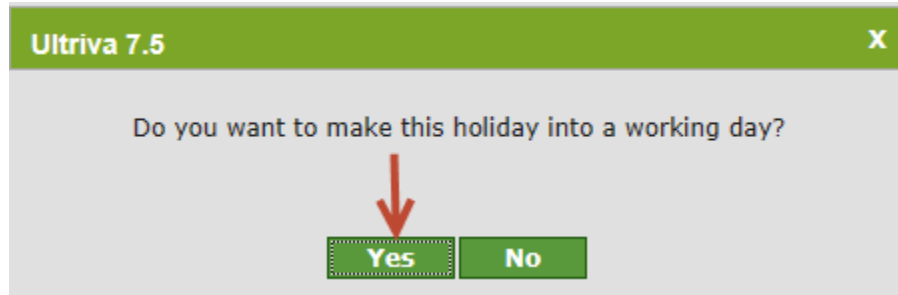
255 Working  
110 Non-Working

Observed Holidays Business Calendar

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4						1								1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												
May							June							July							August						



Click on the “Yes” button.



*Quick Tip – When a non-work day becomes a work day, all new releases in Ultriva will use this day in the Lead Time calculation and will schedule accordingly.*

The **font** has now **turned green** and the **date** selected has now been converted to a **work day**.

2014 Calendar for A&G Machining

Weekly holiday 2/8/2014 is converted to working day!

2014 Go to Current Year

256 Non-Working 109 Working

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4						1								1							5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	8	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	16	17	18	19	20	21	22
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												