



Ultriva 7.6 and Higher
Recall an Order
Reference Guide

Table of Contents

(Click to follow link)

[Recall an Order..... 2](#)

Recall an Order

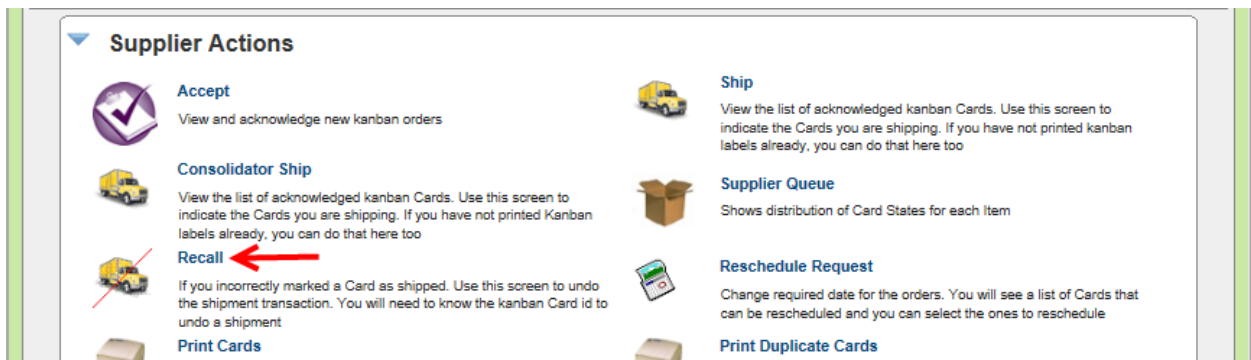


Quick Tip – If a card was shipped in error, it can be “Recalled”

To navigate to “Recall” a card, **click** on “Actions”

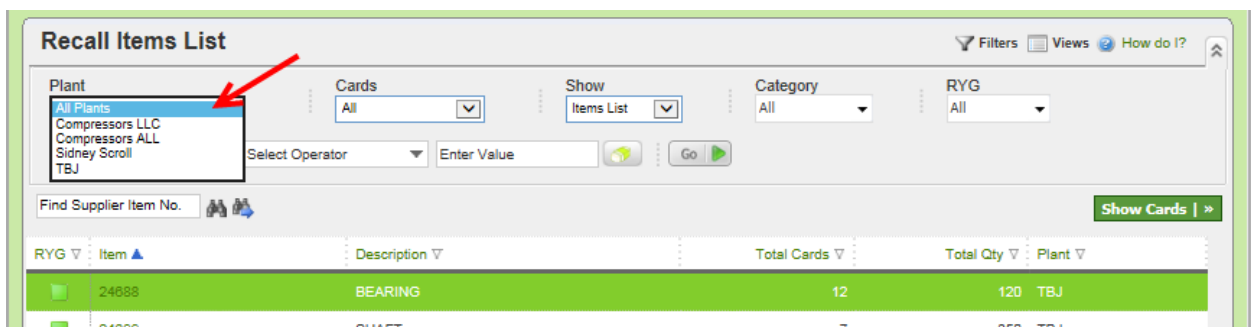


Click on “Recall”

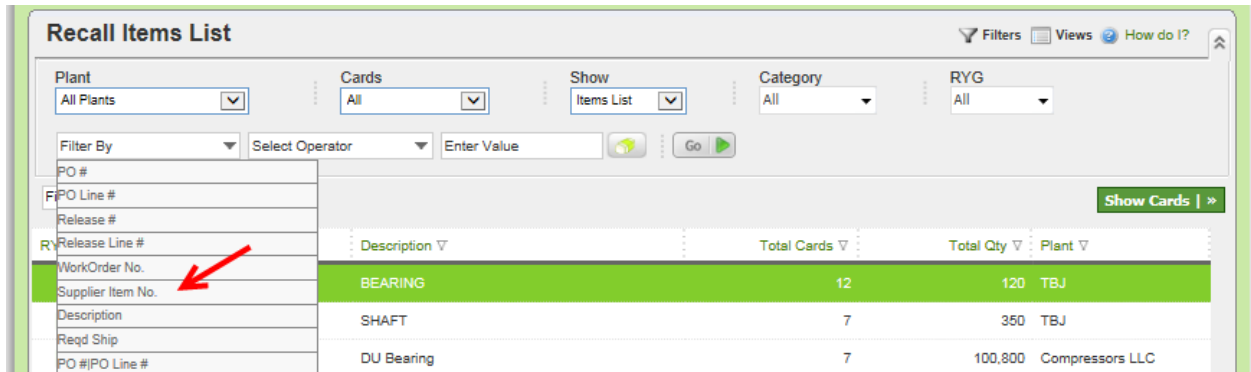


Quick Tip – Further filtering can be completed at this time. If there are multiple plants that the supplier ships to, a filter can be set to capture that information. The user can also make selections under the Cards, Show, Category and RYG fields. When the selections have been made and further filtering 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.

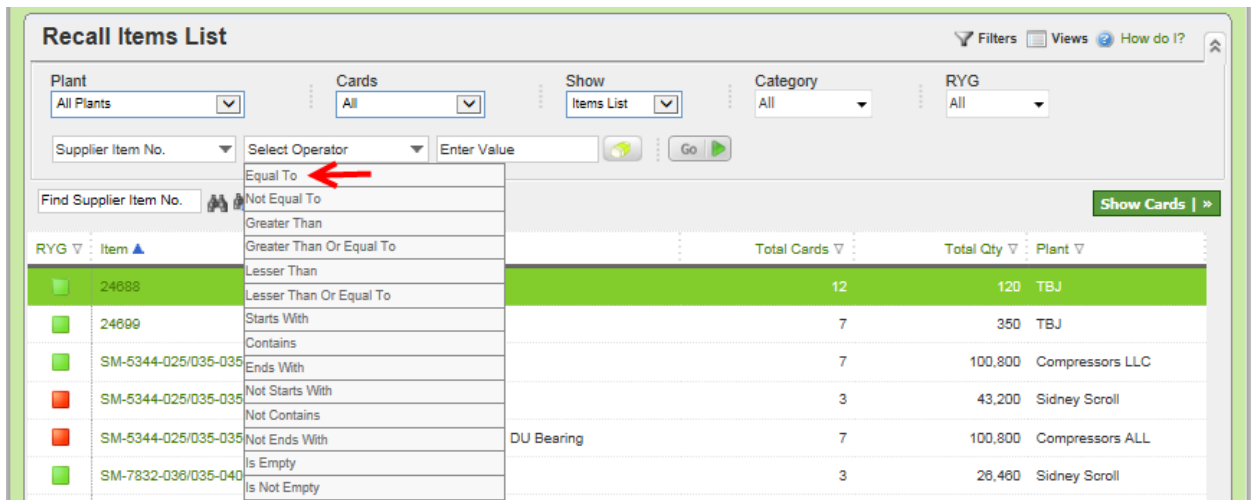
Click on the **drop down arrow** in the “Plant” field (if you are supplying to more than 1 plant) and a drop down **list appears** of the available plants. **Select** the “Plant”.



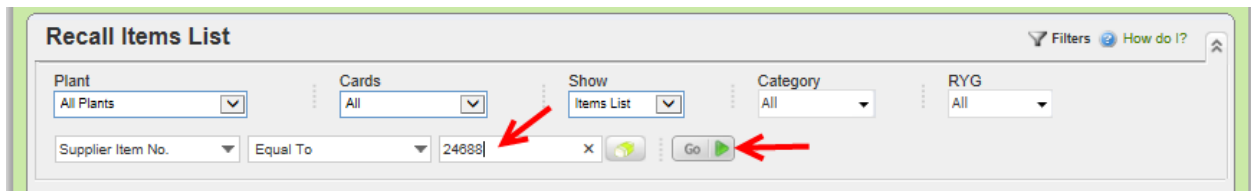
To further refine the search, click on the dropdown arrow in the “Filter By” field. Click on the selection chosen for this “Filter”. In this example, “Supplier Item No” has been chosen.



Click on the drop down arrow in the “Select Operator” field. Click on the selection chosen for this filter. Example: In this example, “Equal To” has been chosen.



In the “Enter Value” field, type in the “Supplier Item No”. Click on the “Go” button.



The “Item” appears. Click on the “Show Cards” button.

Recall Items List

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

Supplier Item No.: 24688

Show Cards | »

RYG	Item	Description	Total Cards	Total Qty	Plant
	24688	BEARING	4	40	TBJ

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

Recall | » Attach Notes | » << | Back To Items << | Change Filter

Card ID	Supplier Item No.	Release Date	Reqd Ship	Ship Date	Reqd Receive	Card Qty	Ship Qty	PO #	PO Line #	Release #	Release Line #
<input type="checkbox"/> KCD4MZCCNASB	24688	01/16/2014	01/17/2014	01/22/2014	01/21/2014	10	10		0		
<input checked="" type="checkbox"/> KCD4MZDCNAXJ	24688	01/16/2014	01/17/2014	01/22/2014	01/21/2014	10	10		0		
<input type="checkbox"/> KCD4MZECNA8P	24688	01/16/2014	01/17/2014	01/22/2014	01/21/2014	10	10		0		
<input type="checkbox"/> KCD4MZFCNATV	24688	01/16/2014	01/17/2014	01/22/2014	01/21/2014	10	10		0		

Sorted by: Supplier Item No., Card ID

Recall | » Attach Notes | » << | Back To Items << | Change Filter

1 to 4 of 4

The card(s) have been “Successfully Recalled”

Recall Cards Results

Back To Items Back To Cards

Following cards were successful

Card ID	Supplier Item No.	Description
KCD4MZDCNAXJ	24688	Card Successfully Recalled.