



**Ultriva 8.0 and Above
Supplier Accepting Orders
Reference Guide**

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Accepting an Order – Home Default Screen



Quick Tip – From the “Home” screen there are 2 ways to navigate to the “Accept Cards” screen. Click on the number under “Order Tracking” in the “Orders not yet Acknowledged” or click on “Accept Orders” under “My Routines. In this example we will use My Routines → Accept Orders. Orders must be accepted before a supplier can ship.



Important – Orders must be “Accepted” before a supplier can ship.

Click on “Accept Orders” under “My Routines”



Quick Tip – If you see the message “No cards found for the filter criteria” click “Change Filter.”

Click on the “Released Cards” button.

Accept Items List

Filters Print Export

Plant: All Plants X Cards: All Show: Items List Category: All Product Line: All Commodity Code: All RYG: All

Filter By: Select Operator: Enter Value: Tr Go

Runline Cards Wait for PO Cards **Released Cards** Reschedule Approval Cards Recall Wait Cards

Sorted by: Supplier Item No. 1 to 6 of 6

RYG	Supplier Item No.	Description	Plant Item No.	Runline		Wait For PO		Released		Reschedule Approval		Recall Wait		Total	
				Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty
	13-616077/021-0163-00	Part 11223	ULT-021-0163-00	1	3,402	27	91,854	0	0	0	0	0	0	28	95,256
	13-61617/021-0164-00	Part 234	ULT-021-0164-00	15	51,030	0	0	0	0	0	0	0	15	51,030	
	458962	Test	458962	0	0	0	0	0	0	0	0	5	25	25	
	LJM-555	Lori Test Item 555	LJM-555	0	0	0	0	5	125	0	0	0	5	125	
	LJM-TestItem333	Lori Test Item 333	LJM-TestItem333	0	0	0	0	0	0	2	50	0	2	50	
	LJM-TestItem-444LJM	Lori Test Item 444	LJM-TestItem444	0	0	0	0	8	200	0	0	0	8	200	
Total				16	54,432	27	91,854	13	325	2	50	5	63	146,686	

Runline Cards Wait for PO Cards Released Cards Reschedule Approval Cards Recall Wait Cards

Click in the selection box next to the “Card ID” field and a checkmark will appear by all orders on the page. Click on the “Accept” button. Cards can also be selected individually.

Accept Cards List

Views Print Export

Find Card ID: Accept Attach Notes Print PO Back To Items Change Filter

Work Order Number: New Reqd Ship Date:

Sorted by: Supplier Item No., Release Date, Card ID 1 to 13 of 13

	Card ID	Supplier Item No.	Plant Item No.	Release Date	Reqd Ship	Reqd Receive	Card Qty	WorkOrder No.	PO #	PO Line #	New Reqd Ship Date
<input checked="" type="checkbox"/>	KCDKWGECNAQT	LJM-555	LJM-555	07/11/2019	07/19/2019	07/23/2019	25		1111	1	
<input checked="" type="checkbox"/>	KCDKWGFCNABR	LJM-555	LJM-555	07/11/2019	07/19/2019	07/23/2019	25		1111	1	
<input checked="" type="checkbox"/>	KCDKWGGCNALL	LJM-555	LJM-555	02/26/2020	02/28/2020	03/03/2020	25		1111	1	
<input checked="" type="checkbox"/>	KCDKWGHCNAJ6	LJM-555	LJM-555	02/26/2020	02/28/2020	03/03/2020	25		1111	1	
<input checked="" type="checkbox"/>	KCDKWGCNANH	LJM-555	LJM-555	02/26/2020	02/28/2020	03/03/2020	25		1111	1	
<input checked="" type="checkbox"/>	KCDCH68CNAGG	LJM-TestItem-444LJM	LJM-TestItem444	05/22/2017	05/26/2017	05/30/2017	25		222	1	
<input checked="" type="checkbox"/>	KCDCH69CNAPD	LJM-TestItem-444LJM	LJM-TestItem444	05/22/2017	05/26/2017	05/30/2017	25		222	1	
<input checked="" type="checkbox"/>	KCDPV6NCNAQ4	LJM-TestItem-444LJM	LJM-TestItem444	04/20/2018	04/27/2018	05/01/2018	25		222	1	
<input checked="" type="checkbox"/>	KCDG2JACNAF4	LJM-TestItem-444LJM	LJM-TestItem444	05/09/2018	05/11/2018	05/15/2018	25		222	1	
<input checked="" type="checkbox"/>	KCDG2JBCNALE	LJM-TestItem-444LJM	LJM-TestItem444	05/09/2018	05/11/2018	05/15/2018	25		222	1	

The “Cards were successfully accepted”

Accept Cards Results

Back To Items Back To Cards

Following Cards were successful

Card ID	Supplier Item No.	Description
KCDKWGECNAQT	LJM-555	Card successfully accepted.
KCDKWGFCNABR	LJM-555	Card successfully accepted.
KCDKWGGCNALL	LJM-555	Card successfully accepted.
KCDKWGHCNAJ6	LJM-555	Card successfully accepted.
KCDKWGCNANH	LJM-555	Card successfully accepted.
KCDCH68CNAGG	LJM-TestItem-444LJM	Card successfully accepted.
KCDCH69CNAPD	LJM-TestItem-444LJM	Card successfully accepted.
KCDPV6NCNAQ4	LJM-TestItem-444LJM	Card successfully accepted.
KCDG2JACNAF4	LJM-TestItem-444LJM	Card successfully accepted.

Click on “Back to Cards” to verify that you have “Accepted” all of the orders.

Accept Cards Results ?

[← Back To Items](#) [← Back To Cards](#)

Following Cards were successful

Card ID	Supplier Item No.	Description
KCDKWGECAQT	LJM-555	Card successfully accepted.
KCDKWGFCABR	LJM-555	Card successfully accepted.
KCDKWGCNALL	LJM-555	Card successfully accepted.
KCDKWGCNAJ6	LJM-555	Card successfully accepted.
KCDKWGCNANH	LJM-555	Card successfully accepted.
KCDCH68CNAAGG	LJM-TestItem-444LJM	Card successfully accepted.
KCDCH69CNAFD	LJM-TestItem-444LJM	Card successfully accepted.
KCDPV6NCAQ4	LJM-TestItem-444LJM	Card successfully accepted.
KCDGJACNAF4	LJM-TestItem-444LJM	Card successfully accepted.

All orders have been “Accepted” when “Supplier does not have any cards from plants” appears

Accept Cards List ?

[← Back To Items](#) [≡ Change Filter](#)

No card(s) found for the filter criteria

Accepting an Order – Actions → Accept Orders



Important – Orders must be “Accepted” before a supplier can ship.

Click on “Actions”

upland Ultriva

Home

Inventory Health (Items - Stock Out Risk)

- 4 Items High
- 4 Items Medium
- 20 Items Low

My Routines

DAILY MONTHLY

[Accept Orders](#) [Ship Goods](#)

[Print Kanban Orders](#) [Reschedule Request](#)

Click on “Accept”

Actions

Supplier Actions

- Accept**
View and acknowledge new kanban orders
- Recall**
If you incorrectly marked a Card as shipped. Use this screen to undo the shipment transaction. You will need to know the kanban Card id to undo a shipment
- Set Tracking/Packing Slip Numbers**
View the list of shipped kanban Cards. Use this screen to update the tracking number for the shipped Cards.
- Print PO**
View the list of POs and print PO.
- Ship**
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
- Reschedule Request**
Change required date for the orders. You will see a list of Cards that can be rescheduled and you can select the ones to reschedule
- Set WorkOrder No.**
View the list of acknowledged kanban Cards. Use this screen to update the workorder number for the acknowledged Cards.
- Supply Planning**
Supply Planning
- Consolidator Ship**
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
- Print Labels**
View the list of acknowledged kanban Cards. Use this screen if you want to print labels before you are ready to ship
- 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. Use this screen if you want to print duplicate labels
- Add Notes**
Add notes to one or more Cards in cycle
- Invoice Creation**
Invoice creation page



Quick Tip – If you see the message “No cards found for the filter criteria” click “Change Filter.”

Accept Cards List

No card(s) found for the filter criteria

[← Back To Items](#) [Change Filter](#)

Click on the “Released Cards” button.

Accept Items List

Filters: All Plants X, Cards: All, Show: Items List, Category: All, Product Line: All, Commodity Code: All, RYG: All

Filter By: Select Operator: Enter Value: Go

Buttons: Runline Cards, Wait for PO Cards, Released Cards, Reschedule Approval Cards, Recall Wait Cards

Sorted by: Supplier Item No. 1 to 6 of 6

RYG	Supplier Item No.	Description	Plant Item No.	Runline		Wait For PO		Released		Reschedule Approval		Recall Wait		Total	
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	13-61617/021-0164-00	Part 234	ULT-021-0164-00	15	51,030	0	0	0	0	0	0	0	15	51,030	
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Buttons: Back To Items Back To Cards

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