Ultriva 8.0 and Above

Associate a Supplier to a Plant or Workcenter

Reference Guide

Table of Contents

(*Click to follow link*)

Associate a Supplier(s) to a Plant or Workcenter 2

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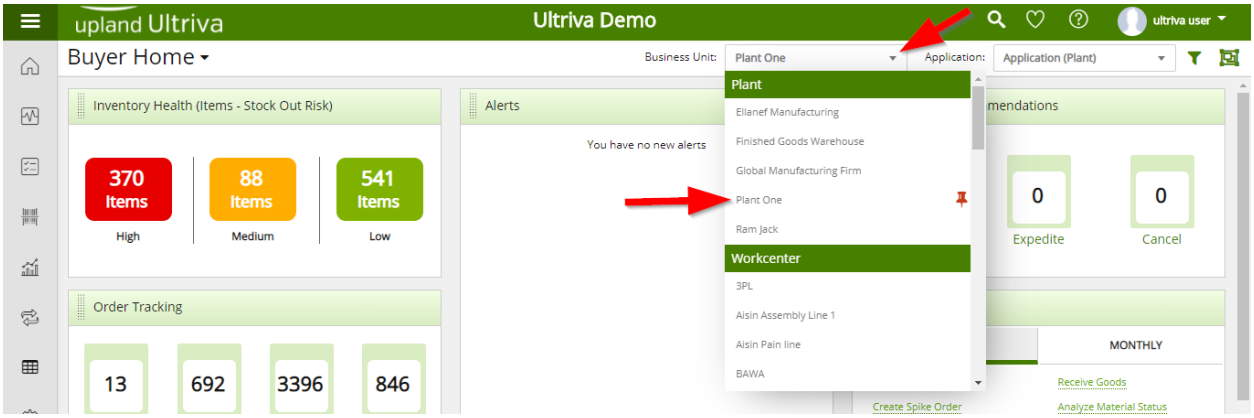
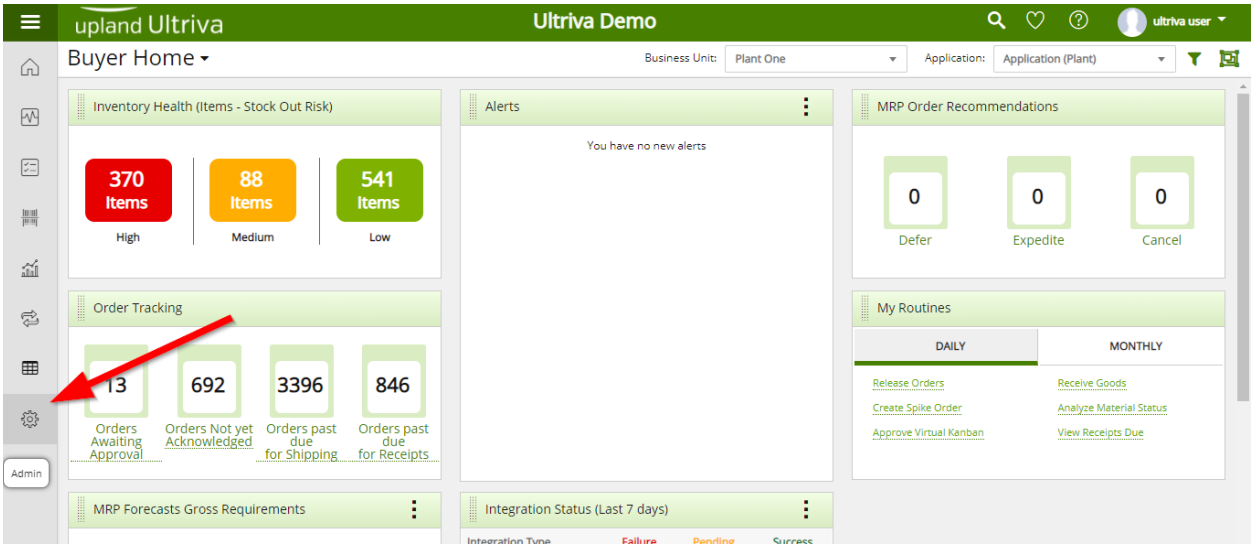
Associate a Supplier(s) to a Plant or Workcenter

Quick Tip – A supplier can be "Associated" to multiple plants and/or workcenters.

To **navigate** to **Associate a Supplier**, **select** the "**Plant or Workcenter**"



Click on "**Admin**"



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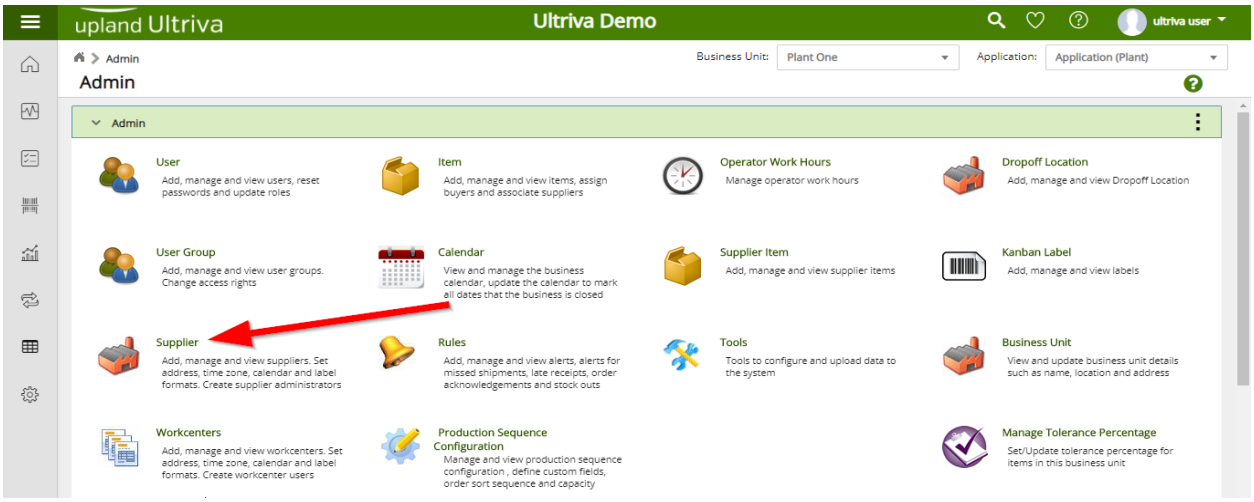
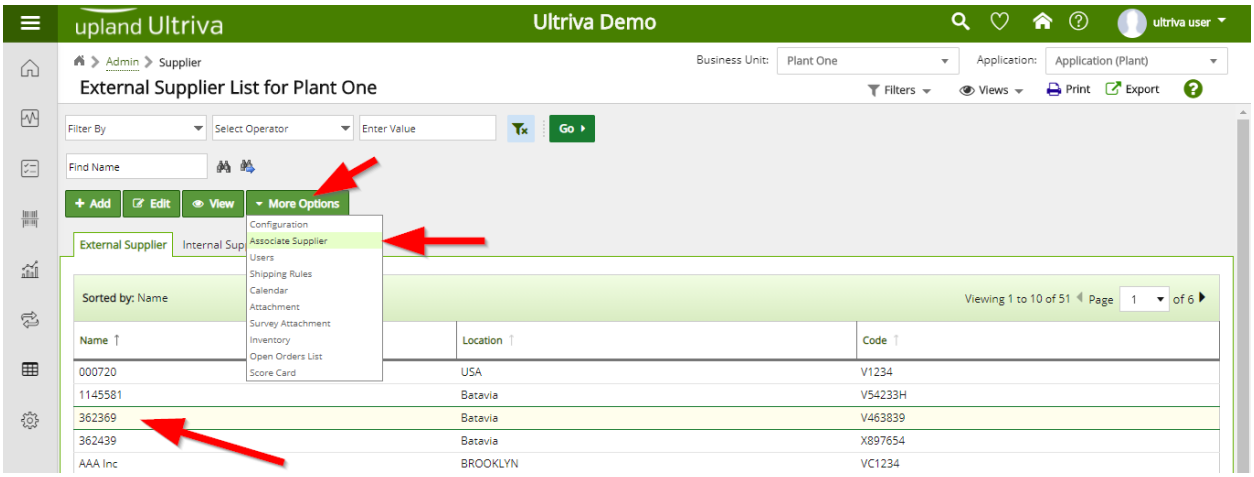
Click on "**Supplier**"



Select the **Supplier. Click** on the **dropdown arrow** in the "**More Options**" field, **Select** "**Associate Supplier**"



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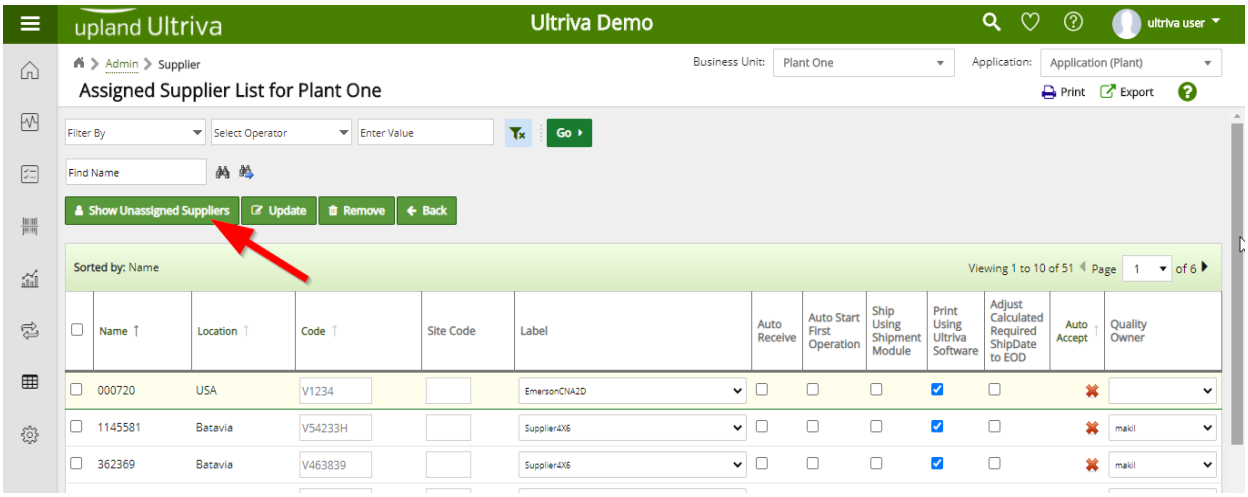
Click on "**Show Unassigned Suppliers**"



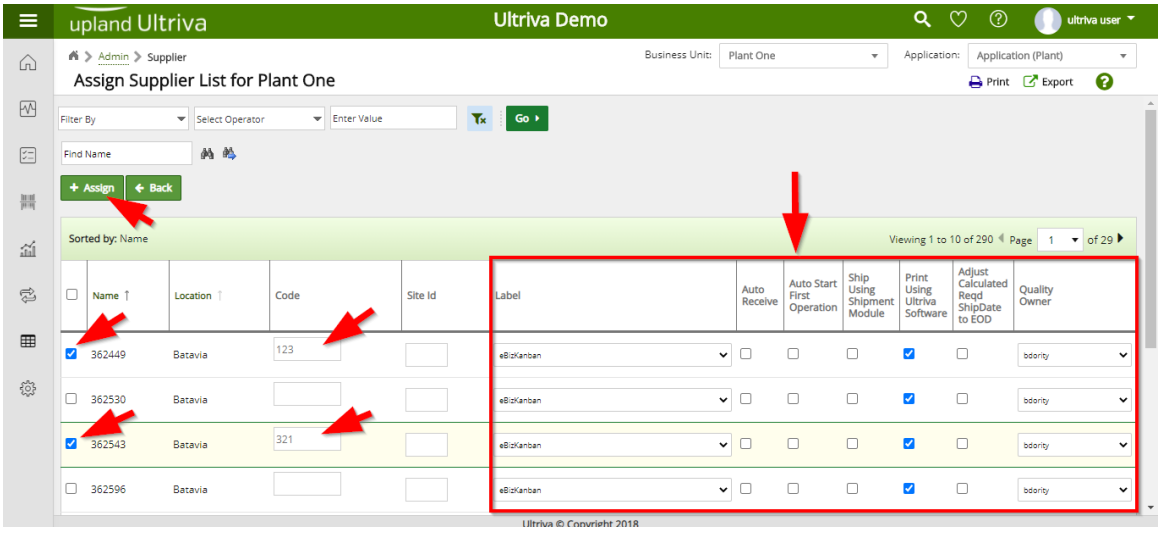
Quick Tip – "Multiple Suppliers" can be selected for the Plant and/or Workcenter.

Click in the **box** next to the "**Supplier(s) Name**" and a **checkmark will appear**. **Click** in the "**Code**" field and enter the "**Supplier's Code**".

Other selections that can be made:

Label
Auto Receive
Auto Start First Operation (Internal Module)
Ship using Shipment Module
Print Using Ultriva Software
Adjust Calculated Requested Ship Date to EOD (End of Day)

Click on the "**Assign**" button.



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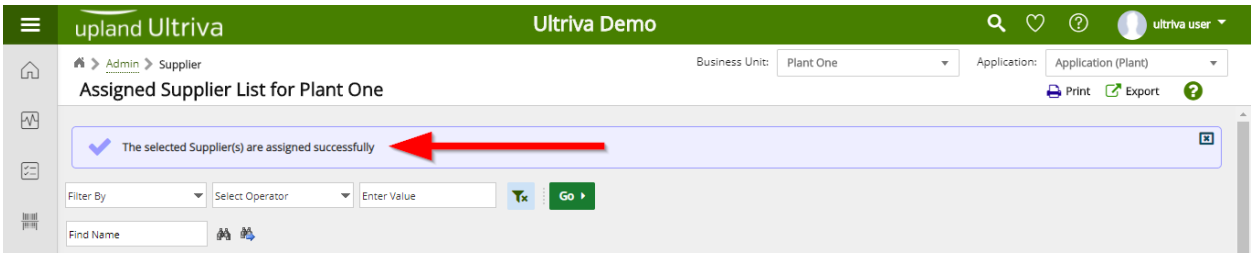
The selected "**Supplier(s) are Assigned Successfully**"



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