



Ultriva 8.0 and Above

Edit a Supplier

Reference Guide

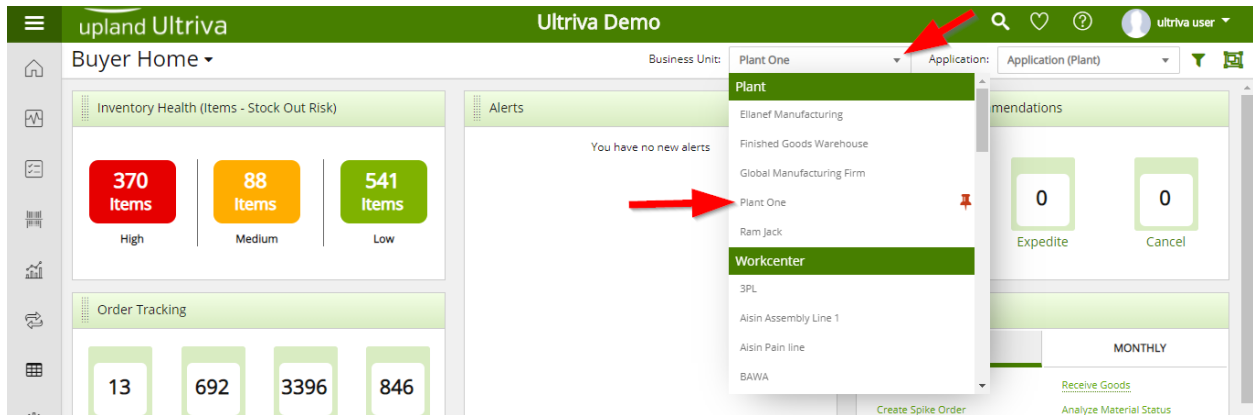
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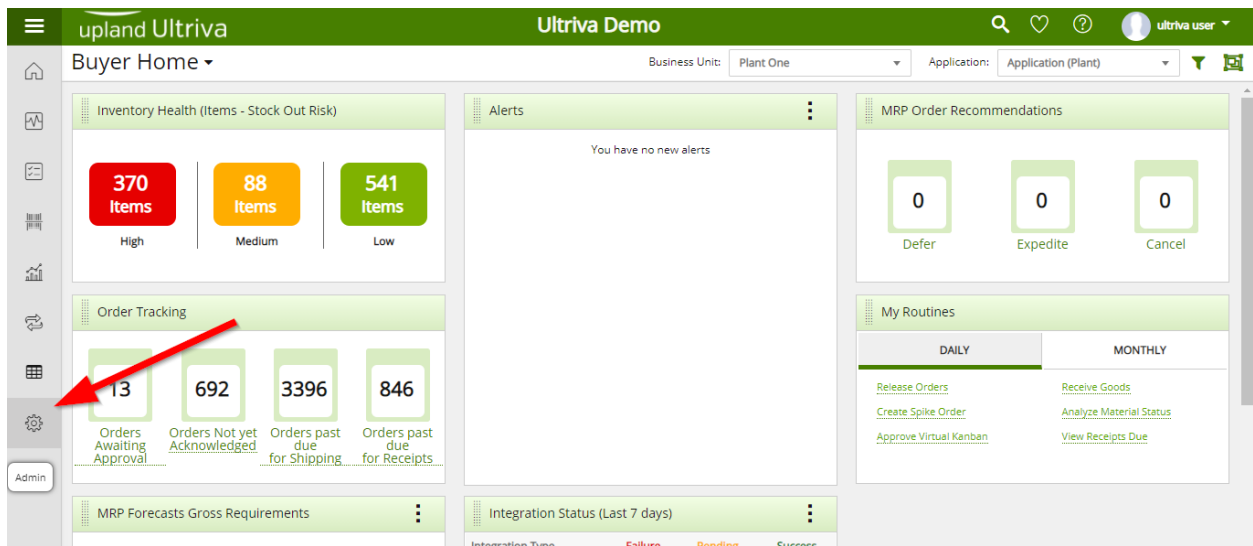
Edit a Supplier

To navigate to “Supplier”, select the “Plant or Workcenter”



The screenshot shows the Ultriva Buyer Home interface. The top navigation bar includes the Ultriva logo, the user name 'ultriva user', and search, heart, and help icons. The main content area is divided into several sections: 'Inventory Health (Items - Stock Out Risk)' with three cards for High (370 Items), Medium (88 Items), and Low (541 Items) risk levels; 'Order Tracking' with four cards showing 13, 692, 3396, and 846 items; 'Alerts' showing 'You have no new alerts'; and 'MRP Order Recommendations' with three cards for Defer (0), Expedite (0), and Cancel (0). The 'Business Unit' dropdown menu is open, showing a list of plants and workcenters. 'Plant One' is highlighted with a red arrow. The 'Application' dropdown menu is also open, showing 'Application (Plant)' selected.

Click on “Admin”



The screenshot shows the Ultriva Buyer Home interface with the 'Admin' button highlighted in the left sidebar. The 'Business Unit' dropdown menu is still open, and the 'Plant One' option is selected. The 'Application' dropdown menu is also open, showing 'Application (Plant)' selected. The main content area is divided into several sections: 'Inventory Health (Items - Stock Out Risk)' with three cards for High (370 Items), Medium (88 Items), and Low (541 Items) risk levels; 'Order Tracking' with four cards showing 13, 692, 3396, and 846 items; 'Alerts' showing 'You have no new alerts'; 'MRP Order Recommendations' with three cards for Defer (0), Expedite (0), and Cancel (0); 'My Routines' with a table of routines; and 'MRP Forecasts Gross Requirements' and 'Integration Status (Last 7 days)'.

Click on “Supplier”

The screenshot shows the 'Admin' menu with various options. A red arrow points to the 'Supplier' option, which is described as: 'Add, manage and view suppliers. Set address, time zone, calendar and label formats. Create supplier administrators'.

Click on the “Supplier to Edit” and the line will highlight. Click on the “Edit” button.

The screenshot shows the 'External Supplier List for Plant One' interface. At the top, there are filters for 'Filter By' and 'Select Operator'. Below that is a search bar for 'Find Name'. A row of buttons includes '+ Add', 'Edit', 'View', and 'More Options'. The 'Edit' button is highlighted with a red arrow. Below the buttons is a table with columns for 'Name', 'Location', and 'Code'. The row for 'Bob L Head Supplies' is highlighted with a red arrow.

Name	Location	Code
000720	USA	V1234
1145581	Batavia	V54233H
362369	Batavia	V463839
362439	Batavia	X897654
362449	Batavia	123
362543	Batavia	321
AAA Inc	BROOKLYN	VC1234
ABC Inc.	MILAN	AB345678
ABD	WI	65432
ABE	WI	98765
ACME, Ltd.	ZRECE	4311
ACMED	ZRECE	22111
AnyInc.	KAISERSLAUTERN	5631
Avid Rolls	Ava, MO	00398
BBB Inc	MILAN	VC2345
BCD Mexico	McAllen	70126
Bob L Head Supplies	Cincinnati	12670
Budhale & Sons	Nager	414001

Edit any of the information on the screen. Click on the “Save” button.

Supplier Information

*Name: Bob L Head Supplies *Location: Cincinnati
*Code: 12670 *Label Format: LP-EXT-46-SWO/BI
*Timezone: (GMT-05:00) Eastern Time (US & Canada)
Weekly Holiday: Sun Mon Tue Wed Thu Fri Sat

Kanban Configuration

Auto Accept: OFF Auto Receive: OFF
Supplier uses Shipment module: ON Adjust Calculated ReqShipDate to EOD: OFF

Address Information

*Address 1: 6000 FERNVIEW AVENUE Address 2:
Address 3: City: CINCINNATI
State/Province: OH Zip/Postal Code: 45212
*Country: USA

Other Details

DUNS: URL:
Minority Owned: Women Owned:
About Info:

Quality Information

Quality Owner: appuser

*Required field

The “Supplier modified successfully”

External Supplier List for Plant One

✓ Supplier Bob L Head Supplies modified Successfully

Filter By Select Operator Enter Value

Find Name

External Supplier Internal Supplier

Sorted by: Name